2018-2019
Frederick County Public Schools
1:1 Chromebook Stay at School Procedures & Information

The purpose of the 1-to-1 Chromebook program in Frederick County Public Schools is to create a collaborative and expanded environment for all learners. This environment will enable and support students and teachers when implementing transformative uses of technology while enhancing students' engagement with content.

Our goal is to help students develop the necessary skills to live and work successfully in an increasingly technologically advanced world. These skills are expanding and redefining how they live, learn, work, and play. We want to leverage the technology to provide engaging and powerful learning experiences for all students across all curricular areas.

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 1-to-1 Chromebook initiative will provide opportunities to integrate technology into the curriculum anytime and anyplace. These learning opportunities will promote continuous dynamic interaction among students, educators, parents, and the extended community.

Device Purpose
Frederick County Public Schools is providing students with a Chromebook. This device is the property of the school division. The purpose of the Chromebook will be to provide each student access to required educational materials needed to promote and enhance learning. The device allows student access to Google Apps for Education, educational web-based tools, as well as many other useful resources. The supplied device is an educational tool not intended for non-instructional gaming and personal social networking.

TABLE OF CONTENTS

1. CHROMEBOOK :

1a: District Owned/Issued Chromebooks
● In most cases a Chromebook will be issued to an individual student for usage while at school.

1b: Student Owned Chromebooks
● Student owned Chromebooks will be allowed (outside purchase instead of the district supplied device.)
    ○ Frederick County Public Schools is not responsible for damage, loss, theft or IT repairs of student owned Chromebooks.
    ○ Students who choose to bring their own personal Chromebook do not rescind the District's right to inspect the Chromebook at any time while on school district property.

2. TAKING CARE OF YOUR CHROMEBOOK:

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 designated Help Desk at their respective school as soon as possible in order to begin the repair process. ***Chromebooks owned by the district should not be taken to any outside computer service for any type of repairs or maintenance. Students or parents should not attempt to complete any repairs to a Chromebook.***

2a: General Precautions
● No food or drinks are allowed next to your Chromebook while it is in use.
● Cords, cables, and removable storage devices must be inserted carefully into the Chromebook and removed carefully.
● Never transport your Chromebook with the power cord plugged in.
● Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with a plastic cover or removable skin. Vents **CANNOT** be covered.
● Chromebooks are labeled with a Frederick County Public Schools property tag. This tag must not be removed or altered in any way. Removal of the tag may result in disciplinary action.
● Chromebooks should never be left in an unsupervised area.

2b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Do not place anything in a carrying case that will press against the cover while transporting the Chromebook while at school.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its base with the lid closed.

2c: Screen Care

- **The Chromebook screens can be easily damaged.** The screens are particularly sensitive to damage from excessive pressure on the screen.
- The following actions may cause the chromebook screen to become damaged:
    - Lean or put pressure on the top of the Chromebook when it is closed.
    - Store the Chromebook with the screen in the open position.
    - Place anything near the Chromebook that could put pressure on the screen.
    - Poke the screen with anything that will mark or scratch the screen surface.
    - Draw on the screen with any type of writing implement.
    - Place items on the keyboard before closing the lid (e.g. pens, pencils, or ear buds).
- Clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

3. USING YOUR CHROMEBOOK

3a: Chromebook Usage

- 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 responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be secured when not in use.

3b: Chromebooks under repair

- Loaner Chromebooks or similar devices will be issued from the Help Desk to students when they leave Chromebooks for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred.

3c: Charging your Chromebook

● Chromebooks should be shut down, returned to the cart and plugged in at the end of each day.

3d: Wallpaper and Backgrounds

● Inappropriate images and content may not be used as a wallpaper or background.

3e: Sound

● Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
● Students are encouraged to provide their own headphones or earbuds, which may be used at the discretion of the teacher.

3f: Account Access and Password

● Students will only be able to login using the fcpsk12.net account on FCPS issued Chromebooks.
● Personal or private accounts should not be used by students on school owned devices.
● Care should be taken to protect your password. Do not share your password.

4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

● With a wireless Internet connection, all Google Apps for Education items will be stored online in the Google Cloud environment.
● If a wireless Internet connection is not available, all Google Apps for Education items can be made available offline prior to the loss of internet connectivity. Once connected to the Internet, offline documents will sync to the Google Cloud environment, allowing students to work offline.
● If a FCPS student device needs repair, it may require a reload of the operating system which will delete all locally stored files on your Chromebook.
● Students should store all files to Google Drive.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a: Updating your Chromebook
● When a Chromebook is powered on, updates occur automatically. There is no need for time-consuming installs, updates, or re-imaging.

5b: Virus Protections & Additional Software
● The Chromebook is built with protection against malware and security attacks.
● All files should be stored in Google Drive

5c: Procedures for Restoring your Chromebook
● If your Chromebook needs technical support for the operating system, all support will be handled by the school on site Help Desk.

6. <u>ACCEPTABLE USE GUIDELINES</u>

6a: General Guidelines
● Students will have access to all available forms of electronic media and communication that support the educational goals and objectives of Frederick County Public Schools.
● Students are responsible for their ethical and educational use of the technology resources provided by Frederick County Public Schools and exhibit digital citizenship.
● Access to Frederick County Public Schools technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Acceptable Use Policy (323R - Computer Network and Internet Use).

6b: Legal Property
● Students must comply with copyright laws as indicated in U.S. Copyright Law (Title 17,U.S. Code, Sect. 101, et seq.) and the School Board Copyright Policy (322P-Copyright Infringement and Plagiarism)
● Plagiarism is a violation of the Student Code of Conduct (402R). Credit should be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

6c: Consequences

- Students will be responsible at all times for the appropriate use of the Chromebook and the account issued in their name.
- Non-compliance with the guidelines of this document or school division regulations will result in disciplinary action.
- As outlined in 323R - Computer Network and Internet Use, 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.

7. PROTECTING & STORING YOUR CHROMEBOOK

7a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school.

7b: Account Security

- Students are required to use their fcpsk12.net domain user ID and password to protect their accounts and are required to keep that password confidential.

7c: Storing Your Chromebook

- Students should not leave their Chromebook unattended.
- When students are not using their Chromebook, they should store them securely in issued computer bags if these have been assigned.
- Nothing should be placed on top of the Chromebook when stored.

7d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasium, locker rooms, library, unlocked classrooms, restrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being damaged or stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

8. REPAIRING/REPLACING YOUR CHROMEBOOK

There will be no fee for accidental damage to a Chromebook. A letter may be sent to the parent/guardian if deemed necessary. Repeated accidental or careless damage to a Chromebook will be addressed by school administration.

8a: Repairing Damaged Chromebook

- Repair to a Chromebook irresponsibly or intentionally damaged will be charged at the actual cost of repair parts and labor.
- Chromebooks irresponsibly or intentionally damaged beyond repair will be treated as a lost Chromebook.
Note: The school administrator will determine if the Chromebook has been irresponsibly or intentionally damaged.

8b: Lost or stolen Chromebook

- New Chromebook - A Chromebook that has been in use 24 months or less will be charged full replacement cost
- Old Chromebook - A Chromebook that has been used more than 24 months will be charged half price of the replacement cost

8c: Lost or stolen AC Adaptors

- A fee of $25 will be charged for lost, stolen or damaged AC adapters.

9. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available at each school through the on site Help Desk.
Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by HELP DESK STAFF

10. 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, 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. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?
A. Each Chromebook we provide to students will be a managed device. The Information Technology Department will maintain devices through our Google Apps for Education domain. 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, earbuds and microphones
  - Chromecast

Q. Can the Chromebook be used anywhere at anytime?
A. Yes, as long as you have a WiFi signal to access the web.
B. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Will our Chromebook have broadband access?
A. No. The district Chromebooks will not have broadband access.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Once the student is logged into their Chromebook they will be filtered on the Internet using policies configured by FCPS.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks' batteries will last a regular school day.