

Hanover Community School Corporation

1:1 Technology

HANOVER COMMUNITY SCHOOL CORPORATION



Making A Difference...Realizing Potential

Program Handbook

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Hanover Community School Corporation Technology Vision

At HCSC , we envision a school community that facilitates collaborative, engaging, and relevant learning opportunities that encourage anytime, anywhere learning for all.

Issuing of Chromebooks

Receiving the Chromebook

- Chromebooks will be distributed starting beginning in August.
- Before receiving the Chromebook, students, and parents must sign and return a copy of the Chromebook agreement signature page.
- Students will be walked through the sign in process and the general use of the Chromebooks.

Chromebook Labeling and Identifications

Chromebooks will be labeled in the manner specified by the school. Labels are **NOT** to be intentionally removed from the Chromebooks. Chromebooks can be identified in the following ways:

- Record of serial number
- Corporation Asset Tag

Inspections

Students may be selected at random to provide their Chromebook for inspection to check for restricted images, damages, etc. Also, anytime the student is logged into a Chromebook, Technology staff and Administration will have the ability to view browsing history of all Chromebooks, to capture images from them, and to freeze or take over control of the Chromebook if they are being used in a manner contrary to school policy, the Acceptable Use Agreement, or Acceptable Use Policy.

Taking Care of Your Chromebook

General Precautions

- No food or drink is allowed next to your Chromebook. Spills can incur costly repairs.
- Chromebooks should never be shoved into a locker or wedged into a book bag. See section regarding Screen Care.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Cords, cable, and removable storage must be inserted and removed carefully.
- Students should NEVER carry their Chromebooks while the screen is open.
- Students should NEVER carry their Chromebooks by the screen.
- Students SHOULD carry their Chromebook close to their body.
- Charging cords are not to be stretched where someone may trip, fall or damage the Chromebook.
- Chromebooks should be closed and turned off when not in use to conserve battery life.
- Chromebooks are to remain free of writing and drawings. See section regarding Personalizing Chromebooks.
- Chromebooks must never be left unsupervised. See section regarding Chromebooks Left in Unsupervised Areas.
- Students are responsible for keeping their Chromebook battery charged for school. Students who come to class unprepared without their charged Chromebook will face disciplinary action just as they would for not bringing their homework or textbook to class.
- Chromebooks should only be used by the student that it was assigned to.

Virus Protection

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

Additional Software

Students will only be allowed to install software on their Chromebook that has been approved by Hanover Community School Corporation.

Carrying

The Chromebooks should be closed while being carried at all times. It is recommended to carry the Chromebook in a bag/case that does not have anything else in it. Do not put the Chromebook in a bag/case that has other heavy books or other objects that could cause damage to the Chromebook.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are 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 place anything in a 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 only with a soft, dry microfiber cloth.
- Do not use Windex or other harsh chemicals to clean the screen.

Storing Your Chromebook

When students are not using Chromebooks, they should be stored in a locked room, locker or in the student's protective bag. Students should place the Chromebook back in their cart at the end of the day for charging. The Chromebook can be an attractive target for thieves.

Personalizing Chromebooks

Chromebooks are to remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Hanover Community School Corporation. Spot checks for compliance will be done by teachers, administration or the technology department at any time.

Chromebook Left in Unsupervised Area

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, computer labs, hallways, locker rooms (not locked up), media center, unlocked classrooms, and gyms. Any Chromebook left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to media center or the Technology Department. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Using Your Chromebooks At School

Chromebooks Undergoing Repair

Loaner Chromebooks will be issued by the media center when the student leaves their Chromebook for repair. The loaner Chromebooks will need to be turned into the media center at the end of each school day.

Charging the Chromebook

Chromebooks must be **fully charged**. Students need to charge their Chromebooks when they leave for the day. Failure to bring Chromebooks charged each day may result in possible disciplinary actions that align with district policies for coming to class unprepared.

Some Tips for Conserving Battery Life:

- **Chromebooks can boot up in less than 8 seconds. It is a good idea to power the Chromebook completely off when not in use to conserve battery life.**
- **It is recommended to keep screen brightness at 60-80% to conserve battery life while in use.**

Camera

Taking pictures and recording audio or video is prohibited unless permission is obtained from the teacher for instructional purposes.

Sound

Sound is to be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

At School: Student will not be able to print using the Chromebook. If absolutely necessary to print, students can log on to a school computer.

District-loaded apps on your Chromebook

Do not delete any district-loaded apps, folders, files, or file management software. Deletion of files or apps will interfere with your ability to complete coursework.

Managing Files and Saving Work

Students should use an online storage solution such as Google Drive, an external hard drive, or a USB thumb drive to backup their work. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

** Hanover Community School Corporation provides unlimited Cloud storage to every student in Google Drive. Files saved to cloud storage should follow the school's acceptable use policy and local, state and federal laws regarding copyrighted material. The student's Google Drive is subject to inspection if necessary.

Chromebook Monitoring

Chromebook use will be filtered and monitored on campus using a district-owned management software.

Acceptable Use and Digital Citizenship

General Guidelines

- Students will have access to all available forms of electronic media and communication, which is in support of the educational goals and objectives of Hanover Community School Corporation.
- Students are responsible for their ethical and educational use of technology resources.
- Access to technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any local, state, or federal law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administration, or technology administrator, will be considered an act of vandalism and may subject the user to disciplinary action.
- Cyber bullying will not be tolerated and appropriate disciplinary action may be taken.

Privacy and Safety

- Chat rooms and chain letters are prohibited.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, Social Security number, credit card number, password or password of other people.
- Remember that storage is **not** guaranteed to be private and confidential.
- The Technology department makes every effort to block obscene, pornographic, or otherwise offensive material. Notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy.

Legal Property

Students are required to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardian. Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe

disciplinary penalties. Violation of applicable local, state or federal law will result in criminal prosecution and/or disciplinary action by the district.

Email

Email accounts will be provided by Hanover Community School Corporation through Google Apps for Education for all students.

Please take the following into account:

- All emails are archived and filtered by the district and may be viewed at any time by administration if misuse is suspected.
- Emails and documents on school-owned equipment are part of the public domain and are **NOT** private and **ARE** subject to inspection.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain a high level of integrity with regard to email content.

Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the 1:1 Handbook and the Acceptable Use Policy may 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.

Access to contents of email and network communications may be given to the proper authorities.

Username and Password Security

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on your Chromebook. **It is in your best interest to keep both your Chromebook and password secure.**

Repairing and Replacing Your Chromebook

Restoring Chromebook 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 1:1 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 Chromebook 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 the internal memory that has **NOT** been synced will not be restored.

Accidental Damage

If accidental damage occurs, the Chromebook needs to be brought to the media center as soon as possible for evaluation. Repair fees will be assessed based on the evaluation of the Chromebook.

In the event the Chromebook needs to be repaired or replaced a loaner device will be issued. We cannot guarantee a loaner device will be available at all times. The student may **NOT** opt to keep a broken Chromebook or to avoid using the Chromebook due to loss or damage.

Loss or Theft

If the Chromebook is stolen, a police report must be completed and a copy of the report must be turned into the school within 72 hours of the theft. The report must include the serial number.

Chromebook Return

The school-owned Chromebook and power adapter must be returned immediately at the time a student is no longer enrolled at the school. Unreturned Chromebooks and charges will be treated as stolen property. The full replacement cost of the Chromebook and power adapter will be charged. All available means to recover the Chromebook and power adapter, or the replacement cost, will be sought.

List of Required and Possible Fees

Fees

- Replacement for damage beyond repair, loss, or theft - \$240.00
- Removal of Asset Tag - \$3.00

Estimation of Repair Costs (dependent on actual cost of parts at time of damage)

- Replacing a broken screen - \$39.00
- Replacing a broken keyboard - \$79.00
- Lost, damaged, or destroyed power adapter - \$25.00

STUDENT/PARENT CHROMEBOOK AGREEMENT SIGNATURE PAGE

To be completed, signed and returned before receiving your equipment.

Student Information

Last Name _____ First Name _____ MI _____

Building _____ Grade _____ Student ID Number _____

Parent/Guardian Information

Last Name _____ First Name _____

Student Agreement for Chromebook Use:

I, _____, (print student's first/lastname) agree to the following:

- I have read the Acceptable Use Policy and the Program Handbook. I will follow all of the school policies and this handbook at all times, while at school as well as outside of the school day.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord and accessories whether due to accident, neglect or intent.
- I will notify the Technology department or administration in case of damage, theft, vandalism, and loss off the Chromebook; further, I will file a police report with local police in case of theft, vandalism, or loss of the Chromebook.
- I agree to return the Chromebook, power adapter, cord and any accessories provided by the District in working condition when no longer enrolled.

Parent/Guardian Agreement

I, _____ (print parent/guardian first/last name) agree to the following:

- I have read the Acceptable Use Policy and the Program Handbook. I will follow all of the policies and regulations at all times, and will hold my child accountable for these policies and regulations.

- I understand that this Chromebook is designated for educational purposes and therefore my child's violations of this agreement may cause for removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord or accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposely damages or breaks another student's Chromebook, power adapter, cord or accessories, I am financially responsible for all expenses related to repairs or replacement.
- I will assume full responsibility for any harmful or illegal content on the Chromebook and will monitor my child's use of the Chromebook at home.
- I understand that the Chromebook is District owned and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the District.

If my student fails to return to the District the Chromebook, power adapter, cord, and accessories provided by the District upon termination of enrollment at Hanover Community School Corporation, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution.

Student Signature _____ Date _____

Parent Signature _____ Date _____