

Cheektowaga Central High School

Chromebook Policy, Procedure, and
Information Handbook

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1. Daily Use and Care of the Chromebook

- a. Never pile things on top of the Chromebook.
- b. Do not leave the Chromebook out in extreme heat or cold.
- c. Do not leave the Chromebook in a vehicle or place it on top of a vehicle.
- d. Keep food, drink, pets, etc. away from the Chromebook at all times.
- e. Do not drop the Chromebook as the screen is made of glass and will break.
- f. Do not leave the Chromebook unattended at any time.
- g. Do not alter the Chromebook in any manner that will change the district settings.
- h. Do not remove the serial number or identification sticker on the Chromebook.
- i. Do not lend your Chromebook or charger to a classmate, friend, or family member.
- j. Clean the Chromebook with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- k. Fully charge the Chromebook each night with the proper Chromebook A/C adapter.
- l. Do not attempt to repair a damaged or malfunctioning Chromebook. All damaged and malfunctioning Chromebooks need to be taken to the Library Media Center.
- m. Do not upgrade the Chromebook operating system.
- n. Do not remove or circumvent the management system installed on each Chromebook. This includes removing restrictions or "jailbreaking" the device.
- o. Students may not play games on the Chromebook during school hours unless they are given permission by the teacher AND the game supports education.
- p. Avoid touching the screen with pens or pencils. Use an appropriate stylus or finger.
- q. Students are responsible for the safety and security of their Chromebook.
- r. Students are permitted to take the Chromebook home, with appropriate parent and student agreements signed.
- s. Limit the number of items carried within a backpack with the Chromebook to limit the amount of pressure applied to the Chromebook screen

2. Email for Students

Purpose: All students will receive an individual Gmail account. They can sign in with their email address and use their assigned password. With these Gmail accounts students will have access to student apps for education, which include productivity and management tools such as Gmail, Google drive, Google calendar, and much more.

All Chromebooks will be set up with a school email account so students can quickly and easily send messages and schoolwork to teachers. Please note that this is a closed email community. Only individuals with email accounts issued by Cheektowaga Central can receive or send emails.

The effective use of email will:

Develop 21st century communication skills.

- a. Allow students to develop positive professional relationships with peers and staff.
- b. Assist in collaboration skills required in careers and higher education settings.

Guidelines and Reminders

- a. School email accounts should be used for educational use only.
- b. Students should only have their school email account set up on their Chromebook. *No other personal email accounts should be set up on the Chromebook.*
- c. All communication from students to teachers must be on a school issued account. Personal accounts are not an acceptable means of communication with teachers.
- d. Email submissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
- e. All email and contents are property of Cheektowaga Central School District.
- f. Only the authorized user for the account should access, send, and/or receive emails for the account.
- g. Passwords should be protected and never shared with other students.

3. Students Files and Storage

All students should store their files using Google drive. Google drive should be set up using the student's Cheektowaga Central Gmail account and password.

4. Printing

- a. Printing will be allowed from Chromebooks on certain printers located in the library.
- b. Students will share items to be printed with their teacher via Google Drive

5. Chromebook Background

Any picture used as the background for a school issued Chromebook must be school appropriate and align with the Acceptable Use Guidelines.

6. Camera

Purpose: Some student Chromebooks are equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

Examples of use:

- a. Recording and/or taking pictures for project-based learning assessments.
- b. Assisting in ensuring accurate notes are taken in class.
- c. Submitting work digitally.

*Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation will result in discipline measures. **Cameras are never to be utilized in bathroom or locker room areas.***

7. Power Management

- a. Users are responsible to recharge the Chromebook's battery so it is fully charged by the start of the next school day.
- b. Users with no battery life may bring the Chromebook to the Library Media Center for charging during lunch or study hall, with appropriate permission.

8. Chromebook Security

Content filtering, The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

Content filtering is present on the school network. All school issued Chromebooks access the Internet through the Cheektowaga Central filter regardless of where the student is when they log on.

9. Personal Safety

- a. Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact.
- b. Users should carefully safeguard their personal information and that of others.
- c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the internet without parental and/or teacher permission.
- d. Students should never agree to meet someone they meet online in real life.
- e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

10. Netiquette

- a. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- b. Users should recognize that with valuable content, there is also unverified, incorrect (such as Wikipedia), and/or inappropriate content.

11. Cyber-Bullying

- a. The National Crime Prevention Council defines cyberbullying as "When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."
- b. Cyber-bullying will not be tolerated and is strictly forbidden.
- c. The user should remember that digital activities are monitored and retained.
- d. Report cyber-bullying immediately to school personnel. It is recommended that screenshots be used to provide evidence of cyberbullying.

12. Cheektowaga Central School District Acceptable Use Policy

This can be found in Board of Education Policy 8271; Adopted by the Board of Education on June 12, 2012. In Part : If a CCSD user violates any of these provisions, his or her technology use privileges may be garnished or terminated. Those who engage in unacceptable use may also be subject to further disciplinary measures under District policy and the Code of Conduct. The District reserves the right to pursue legal action and may bring suit in civil court.

13. Games

- a. May not be played during academic hours.
- b. Content of any games played during non-academic hours must be school appropriate.

14. Plagiarism

- a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism.

15. Behaviors and Discipline Related to Student Chromebook Use

Technology Related Behavior Violations	Equivalent “traditional” Classroom Violations
Failure to bring Chromebook to school	Coming to class unprepared
Not having Chromebook fully charged	Coming to class unprepared
Email, texting, skyping, internet surfing, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. of the Chromebook	Vandalism/property damage
Using accounts belonging to another student or staff member	Breaking into someone else’s locker/classroom
Accessing inappropriate material	Bringing inappropriate content to school
Cyber-bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copy	Cheating, copying assignment, plagiarism

Violations unique to the 1:1 Project
Not having Chromebook fully charged
Attempts to defeat or bypass the district’s internet filter and/or security settings
Modifying the district’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity
Unauthorized downloading/installing of apps

Progressive Discipline

The discipline process with the 1:1 Project will be progressive in nature. Low-level, first time infractions will receive smaller consequences than infractions that are repetitive or more serious in nature.

16. Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date/time of loss the Chromebook, the case, the charging cable, the charging block if the property is:

- a. Not returned
- b. Intentionally or negligently lost or damaged
- c. Stolen, but not reported to school and/or police by the end of the next school day

17. Damaged and Lost Chromebooks

The Chromebook assigned to the student becomes the student/parent financial responsibility.

- a. Users will report any damaged or lost Chromebook to the Library Media Center.
- b. Users will bring the damaged Chromebook to the Library Media Center.
- c. Library Media Center staff and a technical support team will be able to do minor troubleshooting.
- d. The chart below outlines parent's financial responsibility.

Damage Repair Costs				
*These are estimates that can increase based on market price of parts.				
Offense	Screen Damage	Lost Charger	Missing Keys	Non-repairable, lost or stolen (reported to police)
1st	\$25	Replacement Cost	Have checked by technician first to see if it is a minor issue that can be fixed without cost. If it cannot be fixed without cost, the charge is \$50*	\$70
2nd	\$50	Replacement Cost		\$120
3rd	Replacement Cost	Replacement Cost		Replacement Cost

18. Replaced Chromebook

When a Chromebook is damaged and needs to be replaced, the following steps must be adhered to:

- a. The Chromebook will be brought to the Library Media Center so that the damages can be recorded.
- b. The corresponding fee will be paid to the main office in either cash or check form. All checks should be made out to Cheektowaga Central School District.
- c. Upon receipt of the funds the Chromebook will be ordered. A student may be without a personal Chromebook for a few days. A Chromebook will be provided for in-school use only.
- d. Before the Chromebook can be given to the student, both the parent and student must sign new forms reflecting the replacement Chromebooks serial number. *Please note, without both signatures, even if the required payment is made, the Chromebook will not be distributed without the required signatures.*