

Holland Patent Central School District 1:1 Chromebook Program

I. Goal:

The goal of the 1:1 Chromebook Program at Holland Patent Central School District (HPCSD) is to create a collaborative learning environment for students and teachers. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible, lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. HPCSD will integrate professional development for teachers to enhance classroom environments by implementing high-quality instruction, assessment and learning through the use of technology and curriculum. The District believes that technology immersion will not diminish the vital role of the teacher, but will transform the teacher from a director of learning to a facilitator of learning.

II. Device Purpose:

Holland Patent Central School District is supplying students with a Chromebook device. This device is the property of Holland Patent Central School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, Buzz for research, web-based tools, and many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

III. Distribution and Retrieval of Chromebooks:

- A. There will be District identification tags on each Chromebook. Students may not remove any tags from the device.
- B. Chromebooks will be distributed to students at the start of school in September, and will be collected from students at the end of school in June.
- C. Any student that leaves HPCSD prior to the end of school must return the Chromebook.
- D. Any Chromebook not returned when the student is no longer enrolled at Holland Patent Central School District will be considered stolen property.
- E. Chromebooks will be examined for damage and fees may be issued if damage is found beyond normal wear and tear.

IV. Care of your Chromebook:

Students are responsible for the general care of the Chromebook issued to them by the school. A protective sleeve will be issued with each Chromebook and students are strongly recommended to use the protective sleeve when transporting the Chromebook.

In the event of damage to or malfunctioning of a student's Chromebook, the student **must submit the Chromebook to the Library Media Center as detailed more completely in Section VII of this policy.** Under no circumstances should a student take Chromebooks to an outside computer service for any type of repairs or maintenance, and the District will not be responsible for any costs or charges that arise from taking the Chromebook for repair or service to anyone other than the District's Library Media Center.

V. 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 responsible to bring their Chromebook to all classes unless specifically advised not to do so by their class teacher.**

VI. Acceptable Use Guidelines:

A. General Guidelines:

Students will have access to all necessary forms of electronic media and communication, which is to support education and research goals and objectives of HPCSD.

- The Chromebook is considered a "mobile device" as defined HPCSD's Acceptable Use Policy #6031. All users of the HPCSD network and equipment, including the Chromebook, must comply at all times with Policy 6031.
- Students are responsible for their ethical and educational use of the technology resources of HPCSD.
- Academic dishonesty by use of technology will result in disciplinary action.
- Access to HPCSD technology resources is a privilege that can be revoked at any time.
- Transmission of any material that violates any federal or state law is prohibited. This includes, but is not limited to: Confidential information, copyrighted material, threatening or obscene material.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, school administration, or technology department, will be considered an act of vandalism and subject to disciplinary action in accordance with the **Acceptable Use Policy #6031**, student handbook and any other applicable school policies.

B. Privacy & Safety:

- If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students should not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

- File storage is not guaranteed to be private or confidential as all Chromebook equipment and HPCSD accounts are the property of HPCSD.
- If you inadvertently access a website that would violate the acceptable use policy, exit the site immediately. Notify your teacher if available. Note that web history accessed via the Chromebook is monitored and audited.

C. Legal Property:

- Students using the Chromebook must comply with all trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure of whether the use of an image or other material found on the internet could present such a violation, ask a teacher, principal or a parent or guardian.
- The Chromebook must not be used to engage in plagiarism, which is a violation of the HPCSD student code of conduct. Plagiarism includes uncited use all forms of media on the Internet, such as graphics, movies, music and text.
- Use of or possession of hacking software with the Chromebook is strictly prohibited and violators will be subject to school discipline. HPCSD may also notify appropriate authorities of activity which could result in criminal prosecution in addition to disciplinary action taken by HPCSD.
- Peer to peer software and illegal file sharing programs are prohibited and the use of these services on this device will be grounds for disciplinary actions

D. Google Account:

- Google account access will be given to all students using Chromebooks. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use.

E. Email, Electronic Communications:

- Always use appropriate and proper language in your communication.
- Do not transmit language or material that may be considered profane, obscene, abusive or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email and communications should be related to educational needs and/or school business.
- Email and communications are subject to school inspection at any time.
- If asked for personal information or harassed or bullied in any way, I agree to report it immediately to my parents, teacher/HPCSD staff member.

VII. Repairing/ Replacing your Chromebook:

Students must bring Chromebooks that need repair or maintenance to the Library Media Center.

A. Vendor Warranty:

- Each Chromebook has a one-year vendor warranty.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts if necessary or Chromebook replacement.
- The warranty does not warrant against damage caused by misuse, abuse or accidents.

B. Chromebook repair costs:

If the device is lost or stolen or the need arises to replace certain parts, the cost of repair or replacement shall be the responsibility of the student and/or student's family, including power cord replacement. All replacement power cords must be purchased through the district.

C. Chromebooks Needing Repair:

- Chromebooks needing repair will need to be given to the Library Media Center. HPCSD will handle all repairs.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- Loaner Chromebooks may be issued to students when their Chromebook is at the Library Media Center for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession.
- Students will be required to reimburse HPCSD if a loaner Chromebook is lost or stolen. In case of theft, an official police report will be required.

VIII. Chromebook Technical support:

If repair is necessary for a Chromebook, the Library Media Center will submit a request for repair. HPCSD will provide the following services:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Coordination/approval of out of warranty repairs