



BBHS

STUDENT CHROMEBOOK

POLICIES & PROCEDURES

Technology Integration for grades 10-12

2019-20

What Will Students Receive?

- Lenovo 100e (2nd Generation) Chromebook with 11.6" monitor
- What is a Chromebook?
 - *Laptop computer that utilizes a Google Chrome Operating System*
- Higher Grounds Shuttle 3.0 Protective Case
- Power Supply (Charger and cord)
- All devices will be labeled
- What about 9th Grade students?



Why Are Students Receiving Chromebooks?



- Increase student access to technology in the classroom
 - *Previous technology plan included 2 mobile carts with 25 laptops on each cart being shared by approximately 220 students and 20 classroom teachers.*
- Teachers are able to incorporate technology into their daily lessons knowing that technology is available
- Prepare students for future learning opportunities in the globally-connected world
- Increase access to technology for teachers and students in younger grade levels

Chromebook Distribution/Labeling

- Issued on a first come first service basis AFTER the Chromebook user agreement and student handbook acknowledgement is signed and returned.
 - *User agreement will be provided to students on Tuesday, August 27*
 - *Students will be called to Room 102 in small groups and receive a Chromebook orientation from IT staff.*
- A Chromebook, protective carrying case, and charger is being lent to students for their high school career. At the end of senior year, students will have the option to purchase their device or return it to the district.
 - *Chromebooks will be collected near the end of each school year*
- If a student withdraws from the district, the Chromebook must be returned.
- Equipment identification stickers have been placed on all Chromebooks and chargers. **DO NOT REMOVE THE ID STICKERS or ADD ANY ADDITIONAL STICKERS.**
- An identification card has been placed in your protective carry case and must remain there. **STUDENTS ARE REQUIRED TO USE THE PROTECTIVE CASE PROVIDED!**

Privacy

- No one should have any expectation of privacy or confidentiality with regard to any use of the Chromebook issued by the district
- During school hours, without prior notice of consent, the district may access, supervise, view, monitor and/or record student use of the Chromebooks at anytime for any reason
- All files downloaded are property of BBSD
- Chromebook user history is always logged
- Monitoring Software is utilized
- Bark Parent Portal Information-Parents Can Be Notified of Any Concerning Content on Your Student's School-Issued Device
 - *Parents will be sent an email from the school with registration information for the Bark for Schools Parent Portal—www.bark.us/schools*



Student Responsibilities – User Agreement

I will....

- Follow the policies of BBSD, including the acceptable use policy, and agree to abide by local, state, & federal laws
- Bring my Chromebook to school every day
- Treat my Chromebook with care by not dropping it, getting it wet, leaving it in the car, outdoors, unsecured, or in a place it may become damaged or stolen
- Bring my Chromebook to IT Support staff if it needs repaired. *Damage Chart
- Charge my Chromebook every night
- Complete coursework even if I do not have my charged device with me
- Use my school district email (or any electronic communication) appropriately, legitimately, & responsibly
- Abide by media content expectations and access only school-appropriate media
- Leave district-loaded apps and/or files on my Chromebook

Student Responsibilities – User Agreement

I will NOT....

- Lend the Chromebook to anyone.
- Take images or record video or audio without subject consent
- Remove ANY District-owned programs or files.
- Attempt to repair the Chromebook. *If it is not working, I will notify the IT Office.

Parent Agreement

■ Parents will....

- *Make a report with any technical difficulties*
- *Assist student with charging the device each night.*
- *Return the Chromebook when it is requested by the school.*
- *Supervise student device usage while they are at home.*

■ Parents will NOT....

- *Attempt to repair the device.*
- *Attempt to clean the device with anything other than a dry cloth.*
- *Delete any district-installed software or apps.*

Acceptable Use of Internet, Computers, & Network Resources

- Students are required to read page 18 of the student handbook related to Technology Guidelines
- Parents will still need to sign the Chromebook User Agreement AND the Student Handbook Acknowledgement page.
- STUDENTS WILL NOT BE ISSUED A CHROMEBOOK PRIOR TO HAVING:
 - *1. The Chromebook Handbook User Agreement signed and returned*
 - *2. The Student Handbook Acknowledgement page signed and returned*

Chromebook Damage Assessment Chart

Incident	Action(s) Necessary	Cost
1st Offense Accidental Damage of Chromebook, Adapter, Case, or Power Cord	The student makes a report to the IT Department, who will record the incident. The device is returned to the IT Department and a new/spare device may be issued. Parents are notified.	Up to \$50.00
2nd Offense Accidental Damage of Chromebook, Adapter, Case, or Power Cord	The student makes a report immediately to the or IT Department, who will record the incident. The device is returned to the IT Department so a new or spare device may be issued. Some loss of privileges of using the Chromebook may occur such as limiting participation in the Chromebook program and/or not permitting the student to take the device home. Parents are notified.	Up to \$100 *Upon review of the damage & nature of the incident.
Intentional Damage	Upon notification of an intentional incident involving damage or abuse, the device must be returned to the IT Department. The student may lose his/her privileges of using the Chromebook. *Refer to BBSD student code of conduct and appropriate disciplinary response according to the type of infraction. Law enforcement may be contacted. Parents are notified.	Up to the repair or replacement cost.

- **Loss or Theft**
 - *Investigation is conducted.*
 - *Replacement cost of a lost Chromebook is the responsibility of the student the device is issued to*
 - *If deemed stolen, a police report will be filed.*

Questions/Discussion