Care and Use of Devices

Taking Care of Your Laptop/Chromebook:

Students and Staff are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported to Technology Help Desk and a loaner device may be issued. If there is misuse or abuse of the Chromebooks the response will be subject to the guidelines set forth in the Student Handbook for any property and technology violations.

General Precautions: Bring your device to every class and lock it in your locker when it is not with you. Always leave the name sticker on your device and charger to minimize the chances of loss or theft. Students who remove stickers shall be subject to disciplinary action at the discretion of the principal. No food or drink should ever be next to your device while it is in use. Before lifting or transporting your device always check that there is nothing on the keyboard – like pens, pencils or headphones -- and then shut the screen. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Amherst-Pelham Regional School District. Never leave your device in an unlocked car, locker, or any other unsupervised area (i.e. lunchroom, computer lab, gymnasium, unlocked classrooms and hallways). Device fans should NOT be covered as this can "fry" the motherboard. Carefully insert all cords, cables, and removable storage devices into the device. To conserve battery life, shut down or put your device to sleep when not in use.

Screen Care: The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. It is important that the screen is cleaned only with a soft, dry cloth or anti-static cloth. The guidelines below should be followed: Never lift a device by the screen. Always close the device before moving it. Do not lean or place anything on the top of the device when it is closed. Do not poke the screen. Do not place anything on the keyboard before closing the lid (e.g. HEADPHONES, papers, pens, or pencils). Do not leave device in extreme hot/cold environments (e.g., car).

Using Your Device: Devices are intended for use at school each day. Students/Staff must be responsible to bring their devices to classes, unless specifically instructed not do so.

Screen Savers: Students are not authorized to change their screen saver. Doing so violates school policy.

Sound, Music, Games, or Programs: The following guidelines should be followed: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the device. Internet games are not allowed on the devices during class-time. NO games can be installed at any time. All software must be school provided.

Data storage space will be available on the device, BUT it will not be backed up in case of re-imaging. Students are not allowed to load extra software on their Devices.

Printing: Students are encouraged to email teachers their assignments. However, students may use printers.

Saving Documents: Students can save work in folders for each class underneath My Documents folder. Storage space will be available on the device- BUT it will not be backed up in case of Re-Imaging. Students should back up all of their work at least once each week using removable file storage.

Network Connectivity: Amherst-Pelham Regional School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data. Students are not allowed to set up dial-up, DSL, and wireless networks on their devices.

End of Year Device Check In: Devices will be collected at the end of each school year for maintenance, cleaning, and software installation. Students will retain their original device each year while enrolled at Amherst.

Check In: The device will be collected the week prior to the end of school. If a student transfers out of Amherst during the school year the device will be returned back to school at that time.

Check In Fines: If your device and/or sleeve and/or power-cord has been lost, defaced or intentionally damaged in any way you will be fined for the damage at the end of the year. Payment of these fines shall be a condition that must be satisfied prior to distribution of final report cards, graduation diplomas and/or transfer of records to another school district.

Replacement costs/Repairs: Screen: $100
                                      Keyboard: $25
                                      Case $55
                                      Power Supply $ 50

Failure to return equipment in a timely manner will be considered theft and turned over to local law enforcement.

Transferring/Withdrawing Students: Students that transfer out of or withdraw from Amherst-Pelham Regional School District must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook. Failure to turn in the Chromebook will result in the student being charged the full replacement cost ($250 - $310 depending on the model). There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

Students are expected to charge their Chromebook and only use their assigned Chromebook. Seventh grade students electing to take their Chromebook out of school will ensure their device is fully charged upon returning to class.

Chromebooks Being Repaired

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Loaner Chromebooks are not to be taken away from the school campus.

Name Tag Identification

- All Chromebooks will be labeled with the student's name. The name tag indicates the Chromebook is property of the ARPS and references a serial number and asset tag, that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Name tags and labels may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with any labels or turning in a Chromebook without a name tag.

Fees

Failure to turn in a Chromebook will result in the student being charged the full replacement cost (between $250 - $310 depending on the model). There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

Charging Chromebooks

- Chromebooks should be stored in the C2M Computer Lab at the end of each day or upon the teacher's instructions.
- Seventh grade students electing to take their Chromebook home must ensure that it is fully charged for the next day of classes.
  Students should charge their Chromebooks at home every evening.
  There will be a limited number of charging stations located in the school, available to students on a first-come-first-served basis.

Backgrounds & Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print from their Chromebooks to printers designated by their classroom teachers.

Logging into a chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- **Students should never share their account passwords with others, including faculty and staff.**

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

If a student does not bring his/her Chromebook to school

- A student may stop in the Technology Room in C2M, and check out a loaner for the day or have his/her teacher email Ms. Adair to have one delivered, if available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The Technology Room will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send

reports to the Principal/Assistant Principal for those students that have more than one occurrence during the school year.

- Multiple occurrences of coming to school without one's Chromebook may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Help Desk before leaving for the day.
- If a loaner is not turned in at the end of the day, the Help Desk will submit a report to the Principal and/or Dean of Students.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

Updates: The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, while connected to the school network will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request that the site be unblocked via a Helpdesk Ticket.

Students and Parents/ Guardians are responsible for content filtering outside of the school network.

Open DNS- Parents should refer to
http://blog.opendns.com/2010/06/23/introducing-familyshield-parental-controls
for instructions-- it involves some changes to the wireless router at home. For people more comfortable with technology, another free option from OpenDNS (but requiring registration and a bit more complicated setup) is described at
https://store.opendns.com/get/home-free

Software

Google Apps for Education
- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word

processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

Chrome Web Apps and Extensions
- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store.
- Any installation of Apps by students and all inappropriate material will result in disciplinary action.
- Some web apps installed by the district will be available to use when the Chromebook is not connected to the Internet.

8. Chromebook Identification

Records
- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, name and ID number of the student assigned to the device.

Users
- Each student will be assigned the same Chromebook from year to year of his/her time at the Amherst-Regional School District. ***Please take good care of it!***

9. Repairing/Replacing Your Chromebook

Help Desk
- All Chromebooks in need of repair must be brought to the attention of the teacher.
- The teacher will analyze and fix the problems they can and escalate the issues they cannot fix by e-mailing a ticket to the Technology Department's Help Desk.

Vendor Warranty
- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty **does not** warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Help Desk.

Estimated Costs (subject to change)

The following are approximate costs of Chromebook parts and replacements:
- Replacement - up to $300.00 depending on the model Chromebook
- Screen - $100.00
- Keyboard/touchpad - $25.00
- Power Supply - $50.00

Optional Insurance (subject to change)
- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

10. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. Chromebook Use

1. As mentioned in Section 6 (Content Filter), all devices on the school network go through a content filter that prevents students from accessing harmful content. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).
2. At no time will any member of the Amherst-Regional School District staff have the ability to manipulate the Chromebook webcam in any way.

11. Using Your Chromebook Outside of School

Seventh grade students who choose the option to take computers out of the school building are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Amherst-Regional School District's Technology Responsible Use Guidelines, Administrative Procedures in the Student handbook, and all other guidelines in this document wherever they use their Chromebooks. Chromebooks being taken out of the building must be in the district provided protective case.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to

adhere to the Amherst-Regional School District's Procedures and Guidelines and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines:

CLEAR: Considerate, **L**egal & **E**thical, **A**ppropriate and **R**esponsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & **E**thical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on ARPS computers. (it is a good general practice to link to others' work rather than reproduce it)

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being CLEAR report the abuse/misuse to a responsible adult.

13. Contact Information

To report a problem with the Chromebook please contact:

Suzanne Adair
Para-educator, Technology
Amherst Regional Middle School
170 Chestnut Street
Amherst, MA 01002
adairs@arps.org

413-362-1936

For More information regarding training and a copy of these policies please check the ARPS technology web page at:

http://www.arps.org/administration/technology_and_information_systems/