



**Google
Chromebook 1:1**

**Guidelines, Procedures, and
Information**

(As of September, 2018)

Parent/Student Handbook

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1. GENERAL INFORMATION

1.1 Receiving Your Chromebook

- Chromebooks will be distributed after the parent/guardian attend an orientation or meet with school personnel and sign the BCTHS Chromebook Agreement.
- **Parents & students must sign and return the Chromebook Computer Agreement and Acceptable Use Policy before a Chromebook can be issued to their child.**

1.2 Chromebook Check-in

- Chromebooks will be returned before the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of the Bergen County Technical School district during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided must be returned at that time.
- Students who graduate early, withdraw, or terminate enrollment at Bergen County Technical High School for any reason must return their Chromebook, charger, case, and any other peripheral devices/tools provided on or before the date of termination.
- If a student fails to return the Chromebook, charger, case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Bergen County Technical High School, that student may be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, charger, case, and any other peripheral devices/tools provided.

1.3 Repair Costs

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however any accidental or intentional damage to the device will incur the cost of repair.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school's main office for an evaluation of the equipment.

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the technology staff. Students are responsible for backing up their data to protect from loss. Users of technology provided by Bergen County Technical High School have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Bergen County Technical School District acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.

- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Bergen County Technical School District.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- **Students are responsible for keeping their Chromebook's battery charged for school each day.**
- **Chromebooks may not be used in the cafeteria. Students wishing to use their device during breakfast/lunch must go to study hall.**
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- **Keep in bump armor case ALL OF THE TIME.**

2.2 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are **extremely** sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or antistatic cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR CHROMEBOOK IN AND OUT OF 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 must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

- Students may “check out” a chromebook from the main office if they have forgotten their device at home. That chromebook **MUST BE RETURNED AT THE END OF THE DAY.**
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook on a daily basis, losing the privilege of taking their device home.
- If a student leaves their Chromebook at home for two consecutive days, they may be required to bring in the device and have a mandatory inspection of the device.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be used by students when they leave their Chromebooks for repair.

3.3 Charging Your Chromebooks Battery

- **Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.**
- Repeat violations (minimum of three days, not consecutively) of this policy will result in lunch detention(s). Additional offenses will result in phone calls home and referrals to school administration.
- In cases where “in-school” use of the Chromebook has caused batteries to become discharged, students may check out a spare Chromebook from the main office.

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of weapons, inappropriate language, alcohol, drug, and gang related symbols or pictures or any other violation of the district Netiquette Policy will result in disciplinary actions and may also result in a loss of Chromebook privileges or other disciplinary action.
- Photos/videos require a large amount of storage space on the device. All photos/videos should be stored in Google Drive.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored.
- Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.
- Only music/sound files that are obtained legally for educational purposes are allowed.

3.6 Printing

Printing will not be available with the Chromebook. Students may print school assignments using the desktop computers in their classrooms. Chromebooks provide a paper free user experience.

3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing additional content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

3.8 Monitoring Software

- **Each chromebook has pre-installed software called Lightspeed to monitor content. The content filter will work both in and out of school. Lightspeed keeps a record of student use including the time, date, and content accessed on the device.**

- **Chromebooks are equipped with software that provides the location of the device. If a device is lost or stolen, the Bergen County Technical District will use this service to locate the device.**

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students will save work to their Google accounts via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or reimaging.
- It is the student's responsibility to ensure that their work backed up and therefore not lost due to mechanical failure or accidental deletion.
- **Chromebook malfunctions are not an acceptable excuse for not submitting work.**

4.2 Network Connectivity

Bergen County Technical Schools makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the District will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The Extensions/Apps originally installed Bergen County Technical Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

5.2 Additional Software

- Extensions and Apps permissions will be centrally managed by the technology staff and monitored with software.

- Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.

5.5 Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- **Ensure that siblings and other family members are not using the device for personal use.**

6.2 School Responsibilities are to:

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. Bergen County Technical Schools reserves the right to review, monitor, and restrict information stored on or transmitted on Bergen County Technical School owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3 Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Bergen County Technical Schools in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- 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
- Plagiarism is a violation of the Bergen County Technical Schools Code of Conduct. 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 Bergen County Technical Schools Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

- If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware **immediately**.
- Returning their Chromebook to the technology staff at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Bergen County Technical Schools for any other reason must return their individual school Chromebook and other peripherals on or before the date of termination.
- Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Bergen County Technical Schools reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene material.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming (sending mass or inappropriate emails)
- Using the internet to access personal (non-school related) accounts i.e. non-school provided email accounts (Yahoo, Hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

- Bypassing the Bergen County Technical Schools web filter.

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Bergen County Technical Schools may be applied to the device.
- Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Bergen County Sheriff's Department (the police report must be submitted) and to school administration.

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Bergen County Technical Schools Code of Conduct. 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 Bergen County Technical High School, Paramus Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook and board policy).

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook for the duration of his/her time at Bergen County Technical Schools. They will be collected at the end of each year.

7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their lockers. During physical education periods the Bergen County Technical Schools recommends the students use either their gym locker provided by the school district or place them in their student lockers.
- To prevent damage, nothing should be placed on top of the Chromebook.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to board and school policies 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:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.