

New Bremen Schools

CHROMEBOOK GUIDELINES AND ONE-TO-ONE HANDBOOK
FOR THE 2019-2020 SCHOOL YEAR

New Bremen Schools | Department of Technology

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What is One-to-One? The Goals of the One-to-One Program

Successful One-to-One implementation transforms how teachers teach and how students learn. A digital device in the hands of all students engages them in highly interactive, transformational learning. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. In a One-to-One program, students will regularly have the opportunity to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks.

The goal of New Bremen's One-to-One program is for students to become more active learners and producers of knowledge. Effective use of digital devices will progressively lead to more engaging forms of classroom interactions that are personalized, individualized, and differentiated. Students will be able to design their own learning with the teacher as facilitator.

A key component of this type of learning is a device that the students have with them at all times. For New Bremen Schools, this student device will be a Chromebook. The name "One-to-One" refers to the student to technological-device ratio – in other words, one device for each student.

Policy Updates

Due to the nature of how quickly technology can change, this policy is designed to be updated each year to reflect current trends and district expenses. Therefore, information in this policy may be specific to the school year in which it was written for (as denoted on the cover page and in the footer of each page) and parents, guardians and students should be aware that this policy may change slightly each year.

Device Purpose

New Bremen Schools is supplying students with a Chromebook device. This device will remain the property of the New Bremen Local School District unless, as a graduating senior, a student makes a final payment to purchase the Chromebook. At this time, ownership of the device will be transferred to the student, if desired. This Chromebook's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, Microsoft's Office 365, educational web-based tools, as well as many other useful sites. It is primarily an educational tool but can also be used for personal web browsing, gaming, and social networking during permitted times or outside the district.

District Owned & Issued Chromebooks

Receiving Your Chromebook

- Students will receive a new Chromebook in grades 5 and 9.
- Chromebooks will be distributed prior to the start of each school year.
- Parents/Guardians and students **MUST** sign and return the signature pages of the *Student Internet Usage and Safety Policy* and the *Chromebook Guidelines and One-to-One Handbook* before a Chromebook will be issued to the student. **There are no exceptions to this rule.**
- Chromebooks will be collected at the end of each school year. Students will receive their original Chromebook again each year while enrolled at New Bremen Schools.
- At the end of a student's 8th grade year, student's will return their Chromebook to the school and a new Chromebook will be issued to each student at the beginning of their 9th grade year. At the end of a student's 12th grade year, students can purchase their Chromebook at that time, if desired.

- Each student will receive a carrying case for transporting their Chromebook. Students are expected to transport their Chromebook in their assigned case. Any repair or replacement needed as a result of transporting the Chromebook without the case will be charged to the student at full price and may result in disciplinary action from the principal.

One-to-One Program Fee	2019-2020 School Year
	\$60

Fees Associated with Chromebooks

- Students will be assessed a One-to-One Program Fee each year while participating in the One-to-One Program
- During this time, each student will receive two new Chromebooks – one in the 5th grade and one in the 9th grade.
- At the end of a student’s 8th grade year, students will return their Chromebook to the school and a new Chromebook will be issued to each student at the beginning of their 9th grade year.
- At the end of a student’s 12th grade year, students can purchase their Chromebook at that time if desired. In addition to the yearly One-to-One Program Fee, a “Final Purchase Fee” will be assessed to a student if he/she chooses to purchase his/her high school Chromebook.
- The One-to-One Program Fee may need to be adjusted each year due to changing technology costs and/or other factors.

Taking Care of Your Chromebook & General Precautions

- Students are responsible for the general care of the Chromebook they have been assigned by the district.
- Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher or technology support as soon as possible so that the issue can be taken care of properly.
- Do not take district-owned Chromebooks to an outside computer repair service for any type of repairs or maintenance.
- Each Chromebook must be transported in the case that was assigned to the student.
- Food and beverages can damage your Chromebook. Students are fully responsible for any damages caused by food and beverage spills.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook - improper use will result in damage and the cost to repair that damage will be at the student’s expense.
- Never transport your Chromebook with the power cord plugged into the Chromebook.
- Never transport your Chromebook while the screen is open. Chromebook lids should always be closed and tightly secured when moving.
- The Chromebook needs to travel to school in the assigned bag WITH the charger.
- Always unplug the Chromebook charger from the Chromebook when not charging the device.
- Chromebooks must remain free of any writing, drawing, or stickers, except district labeling. District labeling tags must not be removed or altered in any way. Doing so may result in disciplinary action.
 - Two New Bremen School identification labels will be on each Chromebook. One label will be a small Asset Tag, will contain a barcode and will be affixed to the bottom of the Chromebook. The second label will be affixed to the top of the Chromebook and will have the student’s name on it.
 - There will be an identification tag, with the student’s name, affixed to the charger.
 - There will be an identification tag, with the student’s name, affixed to the carrying case.
- Chromebooks should never be left in a car or any unsupervised area.
- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not lean or put pressure on the top of the Chromebook when it is closed.
 - Do not store the Chromebook with the screen in the open position.

- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones, USB drives, etc.).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not wrap the charger cord tightly as this will cause the wires to break and a new charger will need to be purchased.

Using your Chromebook at School

- Chromebooks are intended for use at school each day.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- At the high school, Chromebooks should be locked in lockers when not in use. At the middle school, Chromebooks should be kept with student at all times, except for lunch, when the Chromebook should be kept in the student's home room.

Account Access

- Students will only be able to login to their Chromebook using their *newbremenschools.org* Google account.
- Once a student is logged into their Chromebook using their school-provided Google account, other systems, like Office 365, may then be accessed.

Chromebooks left at home

- If a student leaves his/her Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents/guardians, the student will have the opportunity to use a loaner Chromebook if one is available.
- Repeat violations of this policy will result in disciplinary action.

Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks at home each evening.
- Repeat violations of this policy will result in disciplinary action.

Printing

- Digital sharing of documents is encouraged and printing is discouraged. Printers are available for use at school but teacher approval must be given before a student may print anything.
- Printing at home can be done through Google Cloud Print. More information on printing can be obtained here: <https://www.google.com/cloudprint/learn/>

Managing & Saving Your Digital Work

- New Bremen Schools will utilize two different sets of online products: Office 365 by Microsoft and Google Apps for Education by Google. Both are a suite of products which include word processing, presentation software, forms & survey software, video software, spreadsheets, etc. that let you create different kinds of online documents, collaborate in real time with other people, communicate with others and store your documents and files in the Cloud.
- Both Office 365 and Google Education are used in the world today. Google is used primarily in K-12 Education and for personal use and Office 365 is used primarily in the higher education arena, business world and for personal use. Because both products are globally used, New Bremen Schools feels it is beneficial for students to also learn and use both. It is up to the classroom teacher to decide which product will be used and students can expect to use both products, even in the same class.
- Only one system, however, can be used to check email. Currently, New Bremen Schools utilizes Outlook (part of the Office 365 suite) as our email system. Google's Gmail is disabled from use for this reason.
- With a wireless Internet connection, you can access your documents and files from any Internet-ready device, (including your Chromebook, laptop, tablet, phone, etc.) anywhere and at any time. There are apps for both Office 365 and Google Education that students can download to their phones or tablets from either the Apple App Store or the Google Play Store.
- All files used on a Chromebook will be stored online in a Cloud environment. While using a Chromebook, students do not have access New Bremen's traditional network-based Home Directory (i.e. their "H" Drive).
- Prior to graduating, or leaving the district, students can download copies of their documents to a portable drive.
- Students are encouraged to purchase headphones to use with their Chromebook and may wish to have a mouse as an accessory.

Protecting & Storing Your Chromebook

- Student Chromebooks will be labeled in the manner specified by the school. Do not remove this labeling.
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at New Bremen Schools.
- Students are required to use their *newbremenschools.org* User ID and password to login to their Chromebook. Students should protect their accounts and are required to keep their account information confidential.
- When students are not using their Chromebook, they should store them in their assigned case and their assigned locked locker or in another locked area to be determined by their teacher or school administration.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are expected to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- For security and temperature-control reasons, Chromebooks should not be stored in a student's vehicle while at school or at home.
- Under no circumstances should Chromebooks be left unattended in an unsupervised area.
 - Unsupervised areas include the school grounds and campus area, the cafeteria, computer labs, athletic fields or courts, locker rooms, the CBC, unlocked classrooms, hallways, etc. Any Chromebook left in these areas is in danger of being stolen.
 - If you find an unsupervised Chromebook, please notify a staff member immediately.
 - Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook unattended in an unsupervised location.

Inspection

- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Returning The Chromebook

- All district-owned Chromebooks, chargers and cases must be returned at the end of each school year unless you are a graduating senior AND you have paid all of the fees associated with your Chromebook, including the final purchasing fee to keep your Chromebook.
- Students withdrawing from the district must return district-owned Chromebooks to their school office prior to leaving the district.
- Any Chromebook or accessories (i.e. chargers or cases) that are not returned at the appropriate time will be considered as stolen property and law enforcement agencies will be notified.

Acceptable Use Guidelines

- Access to New Bremen School District's technology resources is a privilege and not a right. Each student and/or parent will be required to follow the guidelines contained within this policy and the policies outlined in the Student Network and Internet Acceptable Use and Safety Policy and all other school policies.
- Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of New Bremen Schools.
- Students are responsible for their ethical and educational use of the technology resources of the New Bremen School District. *Please understand that it is impossible to define every instance of responsible and irresponsible use and, therefore, what constitutes "responsible use" will be at the discretion of the Director of Technology and/or Principals.*
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malicious software.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, teacher, principal or Director of Technology, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your passwords. Do not share your passwords.

Privacy, Safety & Legal Property

- Do not reveal your full name, phone number, home address, social security number, credit card numbers or your passwords to anyone, including anyone online.
- Do not open, use, or change files that do not belong to you.
- Remember that data storage and data transmission, including email and online usage, are not guaranteed to be private or confidential as all Chromebook equipment and school-provided accounts are the property of the New Bremen School District, which reserves the right to inspect all data and the data transmissions of students.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
- The New Bremen School District has filters in place to protect our staff and students from inappropriate content. However, from time to time, inappropriate online sites, images and files, as well as email messages sent to you,

may get through. Please report inappropriate content to your teacher, building principal and/or the Director of Technology.

- 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 student policy. 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 discipline. Violation of applicable state or federal laws will result in criminal prosecution and disciplinary action by the District.

At Home Use

- The use of Chromebooks at home is encouraged. New Bremen Schools expects you to connect your Chromebook to your home network and you are encouraged to use it anywhere that fits your needs.
- Chromebook care at home is just as important as in school, please refer to the care section of this handbook.
- Transport your Chromebook in the assigned case.
- School district supplied Internet filtering will be provided for use with devices outside of school district buildings.

Email and Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or SPAM.
- Email & communications are subject to inspection by the school at any time and should not be considered private.

Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use. This means that if you let someone else use your Chromebook while you are logged into your account, you are responsible for their actions. To prevent this from happening, always logout of your Chromebook before stepping away from the device – even if just for a minute.
- Non-compliance with the policies of this document or the Student Network and Internet Acceptable Use and Safety Policy, will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Ohio Open Records Act and, if a proper request is made, the appropriate authorities will be given access to your content.

Repairing/Replacing Your Chromebook

Vendor Warranty

- The equipment vendor has a one-year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.

- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or a replacement Chromebook.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses.
- Please report all Chromebook problems to the Technology Department as soon as possible.

Loaner Chromebooks

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the technology support staff.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.
- Loaner Chromebooks CANNOT be taken home and must be returned to the Technology Department or school office at the end of each day.

Chromebook Repair and Replacement Costs

- All district-owned Chromebooks must be repaired and maintained by the New Bremen Schools.
- The costs associated with a student's first repair as a result of accidental damage will be covered by the New Bremen School District. (This is the first, overall repair, not one repair per year.) After that, the below table indicates the repair costs to the student for a damaged device. Costs may change based on different models of Chromebooks.

Repair Costs	Broken Screen	Keyboard Repair	Power Adapter & Cord	Battery Replacement	Labor	Lost Case	Lost or Completely Damaged Device
First accidental incident is at no cost.	\$45	\$80	\$40	\$40	\$50	\$45	\$230

- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- If the device is stolen, parents/guardians and students are responsible for obtaining a police report.
- A loaner device will be issued while the student's device is being repaired, but the loaner device cannot be taken home and must be returned to the Technology Department or school office each day.
- New Bremen Schools will not return a repaired Chromebook to the student until the full repair cost is paid and students who do not pay for their repair costs in a timely manner will stop receiving a loaner Chromebook and may be subject to disciplinary action.
- If a new Chromebook needs to be purchased due to negligence, it will be at full expense to the student and the student will also continue to pay the yearly fee for the originally-issued Chromebook.

Chromebook Technical Support

- Technical support will be available and handled through the Technology Department at New Bremen Schools. Services provided include the following:
 - Hardware maintenance and repairs
 - Coordination and completion of warranty repairs
 - Distribution of loaner Chromebooks
 - Operating system or software configuration and support
 - User account support

- All repairs must be completed by the New Bremen Schools Technology Department

Student-Owned Devices

- All students in grades 5 through 12 are expected to participate in the New Bremen One-to-One program and must use the Chromebook issued to them by New Bremen Schools. Students are expected to bring their Chromebook to class every day unless specified by their teacher.
- Student owned laptops, Chromebooks, phones and other Internet devices can be brought to school and connected to the school's Guest Wi-Fi Network at the discretion of the Director of Technology. These devices, however, will not be supported by the district or the district's technical staff. These devices will not have access to the district's network (except for a Wi-Fi connection), will not have access to the Chrome apps and extensions needed for certain classes and will not have access to the district's printers.
- Students who wish to connect their personally-owned devices to the schools Wi-Fi must first register their device with the Director of Technology. These devices will then be allowed to connect to the school's Guest Wi-Fi. If a student connects their personally-owned device to a school-owned Wi-Fi connection, other than the Guest network, that device will be banned from connecting to any school-owned Wi-Fi.
- Students who choose to bring their student-owned devices to school must also bring their school-issued Chromebook to class as well. You cannot use your personally-owned device as a replacement device for your school-issued Chromebook.
- New Bremen Schools are not responsible for damage, loss, theft or technical support issues of a student-owned device.
- Students who choose to bring their own personal device to school do not rescind the District's right to inspect that device at any time while on school district property.

Chromebook and One-to-One Frequently Asked Questions

- **Will I use the same Chromebook throughout my career at New Bremen?**
Sort of - you will use the same Chromebook for 4 years. You will be issued a new Chromebook in the 5th grade and you will use that Chromebook until the end of your 8th grade year. You will then be issued a new Chromebook at the beginning of your freshman year and you will use that same Chromebook until you graduate. Keep in mind that any Chromebook damage due to negligence on your part will be at your expense, including the possibility that a new Chromebook will need to be purchased for you. Please remember, however, that you will also continue to pay the yearly fee for your original Chromebook. ***Our advice to you is to take care of your Chromebook as it will have to last for four years. Any damage to your Chromebook will negatively affect only you and may also be expensive.***
- **What if I already have a personal laptop or Chromebook? Can I use that instead?**
Yes and No. Yes, students in grades 5-12 can bring their personally-owned devices to school, including their phones, and have it connected to our Guest Wi-Fi. However, students must also bring their school-issued Chromebook to class as well. You cannot use your personally-owned device as a replacement device for your school-issued Chromebook.
- **Can I have my Chromebook over the summer?**
Maybe. All Chromebooks will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. New Bremen Schools will ensure that students receive their same Chromebook again at the beginning of the next school year. Some students, however, may need their Chromebook during the summer to complete summer assignments. If you feel you need your Chromebook over the summer, please

contact your building principal and arrangements may be made for you to have your Chromebook returned to you at an earlier date.

- **Do New Bremen Schools provide support and maintenance on my Chromebook?**

Yes. The Technology Department provides technical support for your Chromebook and will coordinate all maintenance for students. Maintenance records will be kept and repeated requests will be reviewed to avoid abuse/misuse of a Chromebook.

- **What will I do without a Chromebook if my unit is being repaired or while I am replacing it if it is lost or stolen?**

New Bremen Schools will stock a limited number of Chromebooks that can be loaned out. If you are in possession of a “loaner”, treat it as if it were your own Chromebook. You will be responsible for any damage to the unit or for its loss. Keep in mind that loaner Chromebooks cannot be brought home.

- **Can I connect my Chromebook to my home network or other public networks?**

New Bremen schools expect you to connect your Chromebook to your home network and you are encouraged to use it anywhere that fits your needs.

- **Are New Bremen Schools monitoring my actions on my Chromebook while at home?**

Yes. Please remember that your Chromebook, your Office 365 account and your Google Education account are the property of New Bremen Schools and are, therefore, monitored by the school at all times and at any location. While using your Chromebook for personal use is expected and encouraged, please remember that all school rules apply when using school equipment and accounts, regardless of where you are at the time. ***Your school-provided Office 365 and Google Education accounts are always monitored, even if you are accessing them from a device other than your school-provided Chromebook. This includes when you access your school accounts from your home computer, your phone, your tablet or any other device. In addition, if you fail to properly logout of your school-provided Google account on a personally-owned device, your actions within the Google Chrome browser on that device will continue to be monitored by the school.***

- **What has the school done to help prevent students from going to inappropriate sites?**

New Bremen Schools uses multiple cloud-based systems designed to help monitor Internet usage and these systems are running regardless of whether a student is at school or not. These systems log a history of every site that each student accesses and also blocks inappropriate sites from view. In addition, if a student visits a site that is deemed explicit or deals with self-harm content, an email is automatically generated and sent to all principals and the Director of Technology. Please keep in mind, however, that it is not possible for these systems to catch every inappropriate site among the billions of sites on the Internet and, therefore, it is possible that a student will see explicit material while using their Chromebook.

Chromebook Guidelines and One-to-One Handbook Agreement

As a student: I have read the *Chromebook Guidelines and One-to-One Handbook* and understand its terms. The Chromebook, use of the Internet and other district approved technologies are intended to further student learning, growth and development in the New Bremen School District. I agree that I must adhere to the use of the Chromebook, Internet, apps, and other hardware in an appropriate and responsible manner. Failure to adhere to the guidelines in the *Chromebook Guidelines and One-to-One Handbook* will result in disciplinary action and may involve financial expense and/or legal action.

As a parent/guardian of this student: I have read the *Chromebook Guidelines and One-to-One Handbook* and understand its terms. I understand that this program is designed for educational purposes. I also understand that the failure of my child/ward to adhere to the guidelines in the *Chromebook Guidelines and One-to-One Handbook* will result in disciplinary action and may involve financial expense and/or legal action.

Student's Full Name (*print*): _____ Grade: _____ Graduating Year: _____

Student Signature: _____ Date: _____

Parent/Guardian's Name (*print*): _____

Parent/Guardian Signature: _____ Date: _____

**** This page MUST be signed and returned before you will receive your Chromebook ****