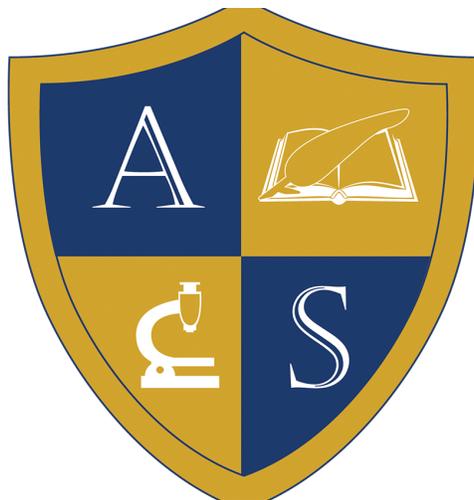


THE ACADEMY OF SEMINOLE

1:1 Chromebook
Policy Handbook



The mission of the 1-to-1 Chromebook program in the Academy of Seminole is to create a collaborative learning environment for all learners. 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. The faculty will establish professional learning communities, based on integrative environments implementing high quality instruction, assessment and learning. The teacher will transform from a director of learning to a facilitator of learning. The Academy of Seminole Board, the The Academy of Seminole administration, the The Academy of Seminole faculty and the community will all play a key role in the development of effective and high quality educational experiences.

| | |
|---|-----------|
| Device Purpose | 3 |
| Receiving Your Chromebook | 3 |
| Damage Protection | 3 |
| Return | 3 |
| Taking Care of Your Chromebook | 4 |
| General Precautions | 4 |
| Carrying the Chromebook | 4 |
| Screen Care: | 5 |
| Using your Chromebook | 5 |
| At School | 5 |
| At Home | 5 |
| Sound | 6 |
| Printing | 6 |
| Managing Your Files and Saving Your Work | 6 |
| Personalization of the Chromebook | 6 |
| Software on Chromebooks | 7 |
| Originally Installed Software | 7 |
| Virus Protection | 7 |
| Additional Software | 7 |
| Inspection | 7 |
| Procedure for Restoring Chrome O/S | 7 |
| Protecting and Storing Your Chromebook | 8 |
| Chromebook Identification | 8 |
| Storing Your Chromebook | 8 |
| Storing Chromebooks at Extracurricular Events | 8 |
| Chromebooks Left in Unsupervised/Unsecured Area | 8 |
| Repairing or Replacing Your Chromebook | 9 |
| Accidental Damage or Loss Protection | 9 |
| The Academy of Seminole Chromebook Device Accidental Damage Protection | 9 |
| Lost, Stolen Or Intentionally Damaged Device and Accessories: | 10 |

Device Purpose

The Academy of Seminole will supply students in the 9th through 12th grade with a Chromebook device. This device is the property of The Academy of Seminole. The supplied instructional device's function will provide each student with access to required educational materials needed for each student to be successful. The Chromebooks allow students access to Google Mail, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures and information within this document apply to all Chromebooks used at The Academy of Seminole by students, staff or guest including any other device considered by the administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook

Chromebooks will be distributed each fall during the first full week of school. Parents and students must attend a chromebook orientation, sign and return the The Academy of Seminole Acceptable Use Policy, the Chromebook Policy signature page and the Student Pledge document before the Chromebook can be issued to the student. This document will need to be signed during school orientation or back to school night.

Damage Protection

The Academy of Seminole requires that Chromebook damage protection be purchased prior to deployment of the Chromebook to your child. The annual fee will be \$50 per device and must be paid for at student registration. Details of this policy can be found on pages 9 and 10.

Return

Any student who transfers out of The Academy of Seminole will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned,

the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by The Academy of Seminole. Chromebooks that are broken or fail to work properly must be taken to the Chromebook 1:1 administrator. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook
- Students should never carry their Chromebook while the screen is open unless directed by a teacher to do so
- Chromebooks should be shut down when not in use to conserve battery life
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature before turning it on.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable if the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if the Chromebook is inside.

Screen Care:

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

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the screen. (Pens, Pencils, Notebooks, etc...)
- Clean the screen with a soft, dry anti-static or microfiber cloth. **DO NOT USE WINDOW CLEANER OR ANY TYPE OF LIQUID ON THE CHROMEBOOK.** You can also purchase individually packaged pre-moistened screen cleaning tissues to clean the screen.
 - Microfiber cloths and screen wipes can be purchased from the IT department.

Using your Chromebook

At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, schedules and grades will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home

All students are required to take their Chromebooks home each night throughout the school year for charging. **CHROMEBOOKS MUST BE BROUGHT TO SCHOOL EACH DAY IN A FULLY CHARGED CONDITION.** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school.

If fully charged at home, the battery will last throughout the day.

Sound

Sound must be muted at all times, unless permission is obtained from the teacher for instructional purposes. It is recommended that the students bring personal headset or “ear-buds” for any audio projects they work on.

Printing

At school: At this time printing functionality will be very limited at school. Printing access will be determined by the classroom teachers. Teaching strategies will incorporate digital copies of homework.

At home: Chromebooks do not support a physical printer connection. A wireless network and Google Cloud Print is required. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work

Students may save files to their Google Drive, or they may save to an external memory device. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Personalization of the Chromebook

Chromebooks must remain free of any writing, drawing or stickers. An identification label with the students’ name is acceptable on the Chromebooks. Spot checks for compliance will be done by The Academy of Seminole administration, Faculty or the The Academy of Seminole IT department at any time. Students may add appropriate music, photos and videos to their Chromebook per approved curriculum. Any media on the Chromebook is subject to inspection and must follow the The Academy of Seminole acceptable use policy.

Software on Chromebooks

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on the hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of the Chrome operating system, and many other applications useful in an educational environment. The Chrome O/S will automatically install updates everytime the computer is restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on the student. Applications that are no longer needed will be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on the Chromebook other than what has been approved by The Academy of Seminole.

Inspection

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

Procedure for Restoring Chrome O/S

If technical difficulties occur, Technical Support staff will use the “5-Minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a 1:1 environment it is impossible for staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome O/S will restore the device to the state in which the user originally received

it. All student files stored on an external drive or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook **that have been synced to Google Drive** will be intact. However, all other data stored on internal memory that has NOT been synced will not be restored.

Protecting and Storing Your Chromebook

Chromebook Identification

Chromebooks will be labeled in the manner specified by The Academy of Seminole. Chromebooks can be identified in the following ways:

- Record of serial number
- The Academy of Seminole asset label
- Individual's Account Username

Under no circumstances are students to modify, remove or destroy identification labels.

Storing Your Chromebook

Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events

Students are responsible for securing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised/Unsecured Area

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, dressing rooms, hallways, bathrooms, busses, in a car or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by the staff and taken to the main office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with IT.
- If a repair is needed due to malicious damage by the student, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with their original factory settings. It is important that students keep their school data synced to Google Drive, so documents and class projects will not be lost. Personal information that cannot be replaced should not be kept on the device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Accidental Damage or Loss Protection

As part of the 1:1 program initiative at The Academy of Seminole, students or parents are required to purchase accidental damage protection prior to the deployment of the Chromebook to the student. The Academy of Seminole will be the sole provider of this protection. Under this policy the Chromebooks are protected against accidental damage or loss due to acts of nature. In the case of theft The Academy of Seminole will require that a police report be submitted. Fraudulent reports of theft will be turned over to the proper authorities. A student making a false report of theft will be subject to school discipline as outlined by the The Academy of Seminole discipline policy.

The policy **does not** cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by misuse and/or abuse. The Academy of Seminole will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to misuse or abuse.

The Academy of Seminole Chromebook Device Accidental Damage Protection

The Academy of Seminole requires that accidental damage protection be purchased prior to the deployment of the Chromebook to the student. The protection cost is \$50.00 annually for each Chromebook. Each claim covered by the protection will be assessed

an incremental deductible within the current school year. The first claim deductible will be \$50.00 with the deductible increasing by \$50.00 for a second claim within the current school year, increasing to the price of replacement with a third claim within the current school year. If a student withdraws from The Academy of Seminole and then re-enrolls at a later date within the same school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Damage protection will cover the repair of any **accidental** damage to the student's Chromebook. For example, if a student accidentally drops their Chromebook and the screen is cracked a new screen will be installed with the parent paying the \$50.00 deductible (for first time claim). **Damage Protection does not cover the replacement of a lost, stolen or intentionally damaged Chromebook nor does the Damage Protection cover cosmetic damage.**

| Annual Coverage Due at Registration | Deductible Claim #1 | Deductible Claim #2 | Deductible Claim #3 |
|--|----------------------------|----------------------------|----------------------------|
| \$50.00 Per Device | \$50.00 | \$100.00 | Full Purchase Price |

**** The \$50 fee is non-refundable and will not be reimbursed if a student withdraws from school.**

Lost, Stolen Or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Chromebook Replacement \$299.00
- A/C Adapter & Power Cord \$40.00

Failure of the parent, legal guardian to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.