



### ***Program Mission***

The mission of the AMS 1:1 initiative (one Chromebook for every student) is to equitably empower AMS learners to collaborate, engage in dynamic 21st-century instruction, participate in computer-based instructional interventions, and take formative and summative assessments to guide instruction and establish a foundation for college and career readiness.

We have witnessed the immense impact that the integration of technology into our classrooms has achieved. It has further pushed us to provide those same experiences to all of our students in grades 6-8 when they leave for the day. To foster an environment of collaboration, communication, and creativity in our children's lives, providing a technology device for our students is not just something they should have, it's something they deserve.

We believe that providing every student with a Chromebook will deepen the connection between the high-quality instruction our teachers deliver and the vast collection of resources, tools, and communities that exist in our children's digital worlds. This connection will allow students to become creators, inventors, innovators, risk takers, and problem solvers at a level not previously attainable without the use of technology. Our teachers are already skilled at integrating technology into their classrooms and now will have even greater opportunities to facilitate their students' learning beyond the traditional school day.

### ***Purpose of this document***

The purpose of this guide is to provide parents and students with a thorough explanation of how the district will manage its 1:1 initiative. The success of this initiative will be strongly tied to the responsibility, ownership, and pride that our students have when they receive their Chromebook. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

## PROCEDURE GUIDE CONTENTS

1. [RECEIVING YOUR CHROMEBOOK](#)
2. [RETURNING YOUR CHROMEBOOK](#)
3. [TAKING CARE OF YOUR CHROMEBOOK](#)
4. [USING YOUR CHROMEBOOK AT SCHOOL](#)
5. [AT HOME USE](#)
6. [MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK](#)
7. [SUPPORTING YOUR CHROMEBOOK](#)
8. [PROTECTING & STORING YOUR CHROMEBOOK](#)
9. [REPAIRING/REPLACING YOUR CHROMEBOOK](#)
10. [EXPECTATION OF PRIVACY](#)
11. [RESPONSIBLE DIGITAL USE AND AWARENESS](#)
12. [AMS CHROMEBOOK LOAN AGREEMENT](#)



## 1 RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed in December in grade 6. Grades 7 & 8 will receive Chromebooks in late January. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Averill Park CSD.

Students will receive a new Chromebook at the start of 6th grade and retain that Chromebook through 8th grade. All students in grades 6-8 are expected to use a school-issued Chromebook during the school day.

Students must complete the AMS Chromebook Loan Agreement. This agreement must be signed by both the student and a parent/guardian before a student can receive a Chromebook.

## 2 RETURNING YOUR CHROMEBOOK

If a student transfers out of the Averill Park School District during the school year, the Chromebook (with originally supplied charger) will be returned at that time to the Counseling Center along with their "exit sheet". Chromebooks will also be collected prior to the end of each school year.

Individual school Chromebooks and accessories must be returned to the Algonquin Middle School at the end of each school year. Students whose enrollment is withdrawn at APCSD for any reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at APCSD, the student will pay the replacement cost of the Chromebook and/or accessories. Failure to return the Chromebook will result in a theft report being filed with the proper authorities. If the Chromebook or any accessories are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover the repair or replacement of the device(s).

## 3 TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the library circulation desk as soon as possible so that they can be taken care of properly. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

### 3a. General Precautions

- Take care to protect your password. Do not share your password.
- 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.

- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers that are not the property of APCSD.
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a APCSD and/or Questar tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in a car, unlocked locker or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each day.
- If your device is in need of repair, please bring it to the library circulation desk as soon as possible.
- When charging the Chromebook, avoid stressing the power port on the Chromebook by keeping the power adapter at the same height as the Chromebook.

### **3b. Carrying Chromebooks**

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks with care.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Chromebook lids should always be closed and tightly secured when moving.
- When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, water bottles, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

### **3c. Screen Care**

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 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, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth

## 4 USING YOUR CHROMEBOOK AT 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 advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.

### 4a. Chromebooks left at home

- If a Chromebook is left at home, the student will have the opportunity to use a loaner Chromebook from the library circulation desk if one is available. Loaner Chromebooks must be returned before leaving school.
- Repeat violations of this policy may result in disciplinary action.

### 4b. Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the library circulation desk. A ticket will be created to inform the technology office of the Chromebook's issue.

### 4c. Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy may result in disciplinary action.
- There are a limited number of charging areas available to students on a first come, first served basis.

### 4d. Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or an inappropriate pictures will result in disciplinary action.

### 4e: Sound, Music, Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.
- When using headphones please be careful as the stereo jack can get stuck in the port.
- All apps/music/games must be district-approved and/or educationally appropriate.

### 4f. Printing

- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use network printers with teacher's permission during class, Access or breaks.

## 5 AT HOME USE

- The use of Chromebooks at home is encouraged in grades 6-8.
- Chromebook care at home is as important as in school, please refer to the care section.
- It is recommended that you transport your Chromebook in a case or protected backpack.
- Students are allowed to connect to a wireless network when using their Chromebook away from school. Student use of the Chromebook will be subject to the APCSD website filtering software even when accessing materials on a home connection. The filtering software will ONLY affect APCSD-owned devices and its use under the district's Acceptable Use Policy.
- A WiFi Internet connection is required for much of Chromebook use; however, many applications can be used while not connected to the Internet, including Google Drive, Docs, Sheets, Slides, and others.
- Students should only use their @apcsd.org issued account on the Chromebooks. Other family members are not permitted to log into the devices at home. The purpose of the Chromebook is academic use.

## 6 MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK

- 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.
- Files should only be stored in your Google Drive and not in the downloads file folder of the Chromebook.
- Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- The district will not be responsible for the loss of any student work.

## 7 SUPPORTING YOUR CHROMEBOOK

Proper care and maintenance of your Chromebook will help keep a device in good working condition over the years it is in use.

### 7a. Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. There is no need for time-consuming installs, updates, or re-imaging.

### 7b. Procedures for Restoring your Chromebook

- If a Chromebook needs technical support, the student should bring the device to the library circulation desk. A ticket will be created to inform the technology office of the Chromebook's issue.

- The school does not accept responsibility for the loss of any software or documents deleted due to re-formatting and re-imaging due to technical issues or issues resulting from inappropriate use.

### **7c. Apps and Extensions**

- Searching for and applying most apps/extensions from the Chrome Web Store has been disabled for all students. Some mandatory apps/extension will be automatically added. Other Apps/extensions that appear in APCSD's recommended Apps tab in the Chrome Web Store are available to add by each individual student.
- Some web apps will be available to use when the Chromebook is not connected to the Internet, including Google Drive apps (Docs, Sheets, Slides, etc.)

## **8 PROTECTING & STORING YOUR CHROMEBOOK**

### **8a: Chromebook Identification**

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
  - Record of district asset tag
  - Serial number
  - School-generated barcode

### **8b: Account Security**

- Students are required to use their apcsd.org domain user ID and password to protect their accounts and are required to keep that password confidential.

### **8c: Storing Your Chromebook**

- When students are not using their Chromebook, they should store them in their locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

### **8d: Chromebooks left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasiums, locker rooms, library, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## 9 REPAIRING/REPLACING YOUR CHROMEBOOK

### 9a: 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 Chromebook replacement.
- The vendor warranty does not protect against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the library circulation desk so that a ticket can be created to inform the technology office of the Chromebook's issue.
- Please report Chromebook hardware problems immediately.

### 9b: Lost or stolen Chromebook and accessories

- Chromebooks that are lost or stolen are the responsibility of the student.
- Lost or stolen Chromebooks must be reported to the building principal within 24 hours of the incident.
- Student must pay the associated charges to replace the lost or stolen Chromebook and accessories
- *NOTE: This process for replacing lost or stolen school property is the same for lost or stolen textbooks.*

## 10 EXPECTATION OF PRIVACY

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computers.

## 11 RESPONSIBLE DIGITAL USE AND AWARENESS

School-issued Chromebooks and other devices connected to district owned WiFi and internet should be used for educational purposes and students are to adhere to the District's Acceptable Use Policy at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.



**Parent Responsibilities**

Your son/daughter has been issued a Chromebook to personalize his or her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this computer:

- I will supervise my child's use of the Chromebook at home.
- I will discuss our expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report any problems with the Chromebook to the school.
- I will not load or delete any software from the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I will make sure my child brings the Chromebook to school every day.
- I will make sure my child uses a protective bag, either the one provided by the school district or a suitable alternative, to transport the Chromebook to and from school.
- I agree to return the Chromebook to school when requested and upon my child's withdrawal from Averill Park Central School District.

**Student Responsibilities**

Your Chromebook is an essential learning tool and is to be used for educational purposes only. In order to take ownership of Chromebook, you must accept the following responsibilities:

- When using the Chromebook at home, at school and anywhere else I may take it, I will follow the policies of the Averill Park Central School District, especially the Student Code of Conduct, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the Chromebook.
- I will not use my Chromebook with personal email accounts.
- I will not remove programs or files from the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to school everyday.
- I will keep all accounts and passwords secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will recharge the Chromebook battery each night.
- I will return the Chromebook when requested and upon my withdrawal from Averill Park Central School District.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_