

South Central Community School Corporation

Digital Learning Initiative Handbook

1:1 Chromebook Program



Parent and Student Information and Procedures

2019-2020

Our Vision

South Central Community School Corporation will offer superior programs to assist students to excel in life by providing a small school environment utilizing a team approach.

Our Mission

South Central Community School Corporation believes that all students will succeed to the best of their abilities. School, family, and community will collaborate to prepare students for the 21st century by providing opportunities for students to develop intellectual, social, emotional, physical, and life-long decision making skills for higher levels of excellence.

South Central Community School Corporation is committed to providing high quality access to resources available to students in the digital age. Below are the guiding goals of the Digital Learning Initiative, which strongly supports our stated mission:

The Digital Learning Initiative will benefit the students of SCCSC by :

- Increasing student engagement and active learning
- Teaching students to apply digital tools in order to gather, evaluate, and use information
- Fostering communication, collaboration, and creativity skills
- Increasing differentiated learning opportunities to meet the needs of individual students
- Creating a greater awareness of digital citizenship in the school and community
- Empowering students to take responsibility for their own learning.

Use of Technology Chromebook Agreement

Students in grades K-12 will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of equipment, using it to complete assignments, and being a good digital citizen. Students and their parents/guardians are reminded that use of SCCSC Technology is a privilege and not a right and that everything done on any SCCSC owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of SCCSC Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

Ownership of the Chromebook

SCCSC retains sole right of possession of the Chromebook. The Chromebooks are leased to the students for educational purposes only for the academic year. Moreover, SCCSC administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote

access and to alter, add or delete installed software or hardware. Use of the Chromebook may be revoked or restricted due to poor grades, attendance issues, or behavior.

Responsibility for the Chromebook.

Each student will be assigned the same Chromebook, carrying case and power supply for up to four years. **Take good care of it!** Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook.

- Chromebooks that are broken or fail to work properly must be taken to the Media Center Help Desk as soon as possible.
- Never take your Chromebook to an outside computer service for any type of repairs or maintenance. Your Chromebook is leased, just like a car, and must be serviced by our dealer.
- Students should never leave their Chromebooks unattended except locked in their hallway locker.
- You/your parents are financially responsible for damage to the Chromebook.

General Precautions

- No food or drink should be next to Chromebooks.
- Be careful when using cords, cables, and removable storage devices.
- Be careful using the Chromebook when it is plugged in. It could be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- The Chromebooks should always be transported in the school issued carrying case.
- Bring the Chromebook to school each day fully charged while only transporting it in the padded compartment of their SC carrying case.
- The Chromebook is to be charged at home every night so it is ready for use at school the next day. The student is expected to bring the power supply with the computer every day.
- Insert cords and cables carefully to prevent damage to the connectors.
- The inventory stickers on the Chromebook must not be removed. Inventory stickers 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 a District inventory sticker or turning in a Chromebook without a SCCSC INVENTORY STICKER.
- Do not write or draw on the device or apply stickers, labels or skincovers, etc. that could rip, damage or deface the computer or carrying case.
- Use only a clean soft cloth to clean the device's screen. No cleansers or liquid cleaning solution of any type should be used.
- Make sure to keep the Chromebook on a secure surface when in use.
- Never leave the device in places of extreme temperature, humidity, or limited ventilation (i.e. in the car) for an extended period of time.
- Handle the device with care and ensure others do the same.
- Abide by the South Central Community School Corporation's Responsible Use Policy.
- Immediately notify their teacher if a problem arises with the functionality of the device and do not attempt to make any repairs. The teacher will then report problems to the Media Center Help Desk.

Expectations for Using Your Chromebook at School

Students are expected to bring their Chromebook fully charged to school every day and bring their Chromebook to all classes unless specifically advised not to by their teachers. **Failure to bring a charged Chromebook to school each day may result in disciplinary action.**

Chromebook Loan Program/Repairing/Replacing Your Chromebook

- All Chromebooks in need of repair must be brought to the Media Center as soon as possible and a Computer Repair Request form will be completed.
- If necessary, an administrator will meet with the student to determine if the damage was the result of faulty equipment or student negligence and will notify the parent.
- Loaner Chromebooks may be issued to students if their school issued Chromebook is being repaired.

- A student may stop in the Media Center to check out a loaner when they turn in their Chromebook for repair. Failure to turn in the loaner when school issued Chromebook is repaired will result in the student being charged the full replacement cost of the loaned Chromebook and the carrying case.
- Students and Parents will be responsible for any damage to or loss of the borrowed device.
- Chromebooks on loan to students having their devices repaired may be taken home and students assume the liability for the borrowed Chromebook.
- If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers.
- The student may use a stationary computer workstation to complete any school work or assignments during the school day while awaiting repairs.
- The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

Chromebook Current Replacement Costs

The following are costs of Chromebook parts and replacements: (Costs are per incident and will be assessed as such). These are ESTIMATED COSTS (subject to change due to availability)

Current Replacement Costs	HP 11/G3-4	HP 11/G6 Touch	ASUS Touch
Cost of Computer	\$167 + \$30 Google Management Fee	\$260 + \$30 Google Management Fee	\$271.79+ \$30 Google Management Fee
AC Adaptor	\$15	\$40	\$20
Screen Replacement	\$57	\$99	\$95
Motherboard	\$80	Current cost	Current cost
LCD Touch Screen Assembly	n/a	\$100	\$190
Keyboard	\$80	\$80	Current cost
Battery	\$40	\$40	Current cost
Carrying Case	\$13.50	\$13.50	\$13.50

Loss or theft of the Chromebook is also the student's responsibility and will result in the student being charged the replacement cost and a police report being filed.

Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

Sound

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

Camera

- Chromebooks have a built-in webcam. At no time will webcam be used remotely, unless the Chromebook has been reported as stolen.

Printing

- Students will be expected to digitally turn in their assignments to teachers.

- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebooks using only their school issued accounts.
- Students should never share their account passwords.

Managing and Saving Your Digital Work With a Chromebook

- Student work will be stored in Google Drive and can be accessed from any computer with an internet connection and most mobile internet devices.
- SCCSC 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.

Using Your Chromebook Outside of School

- Students 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 South Central Community School Corporation Responsible Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebook

Content Filter

- SCCSC utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).
- All Chromebooks, regardless of physical location (in or out of school), will have content filters.
- **If a website is blocked in school, then it will be blocked out of school.**
- If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

No Expectation of Privacy

- Anyone using a district owned Chromebook should have no expectation of privacy. The district has the right to, and does monitor use of the system.
- Monitoring software: Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.
- By using a Chromebook, students agree to such access, monitoring, and recording of their use.

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.

Chrome Web Apps and Extensions

- The district Responsible Use Policy applies to all Chrome web apps and extensions individually added by the student.
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- The district reserves the right to block web apps and extensions.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Beginning/Ending of Year Procedures

As a part of the online registration process for South Central Community School Corporation, parents acknowledge their understanding of the following documents by electronically signing off on them:

- *Responsible Use Policy*

Upon receiving their Chromebooks the students and parents will sign a Chromebook agreement form for our daily use of Chromebooks and the take home program.

- *Student/Parent Chromebook Take home Agreement*

Student Distribution

- Students will receive their Chromebooks, carrying case, and power supply at the beginning of the school year.
- ALL South Central Community School Chromebook Agreement and Responsible Use Policy forms must be returned before a Chromebook will be issued.

Parent/Guardian Orientation

- The students will be bringing home their devices on a rolling schedule.
- All parents/guardians are requested to watch an informational video about our 1:1 initiative at SCCSC.
- Upon watching there will be google form to fill out to verify the completion of the video. Any additional questions can be added to the form or contact the tech office or media center.
- New families who arrive in the fall will receive their orientation when they register for school.

End of Year- subject to change

- At the end of the school year, students will turn in their Chromebook, carrying case and power supply. Failure to turn in the Chromebook, power supply, and case will result in the student being charged the full replacement cost of the Chromebook, carrying case and power supply. The district may also file a report of stolen property with the local law enforcement agency. Students must have paid all Chromebook related fees prior to graduation or within 5 days of the end of the school year for returning students.

Student Process for Withdrawal/Transfer/Expulsions

- Students who transfer out of, withdraw, or are expelled from South Central Community School Corporation must turn in their Chromebook, carrying case, and power supply to the office on their last day of attendance. Failure to turn in the items will result in the student being charged the full replacement cost of their Chromebook, the carrying case, and/or power supply. Unpaid fines and fees of students leaving SCCSC may be turned over to a collection agency. The district will also file a report of stolen property with the local law enforcement agency.

South Central Community School Corporation Responsible Use Agreement

Approved May 2019

South Central Community School Corporation (SCCSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students and staff develop progressive technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed. This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, including:

- The SCCSC network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, SCCSC makes a reasonable effort to ensure

students' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.

· Users of the district network or other technologies are expected to alert the Tech Department immediately of any concerns for safety or security.

Technologies Covered

School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with SCCSC's educational mission, curriculum and instructional goals. SCCSC may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Responsible Use Policy applies to both school owned technology equipment utilizing the SCCSC network, the SCCSC internet connection, and/or private networks/internet connections accessed from school owned devices at any time. This Responsible Use Policy also applies to privately owned devices accessing the SCCSC network, the SCCSC internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, SCCSC will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know. User accounts and information are to be used by that individual only and not shared with others. It is imperative that all accounts and passwords are kept confidential.

Internet Access

SCCSC provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review via a staff member or the restricted access screen.

Email

SCCSC may provide users with the privilege of email accounts for the purpose of school--related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Web 2.0 Email, Social Media, Collaborative Content

SCCSC will be using a variety of Web 2.0 Tools. Web 2.0 tools are defined as Internet sites that allow users to communicate, collaborate, share, and message with others to create content beyond a static page. These sites enhance the learning experience and help students develop important online skills. The sites require students to create an account that may ask for a student's name along with a username, password, and in some instances an email address. The email address your student will open their account with will be their individual district-provided email account.

Mobile Devices Policy

SCCSC may provide users with mobile computers or other devices along with charging equipment and cases to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network. Users should bring the device fully charged to school each day. SCCSC retains the right to monitor, collect and/or inspect devices at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students in the program must use the assigned device and may not substitute the device for other equipment. SCCSC retains sole right of possession of the equipment, and the devices lent to the students for educational purposes only. Under certain circumstances, students may be restricted from taking the device home.

Users will be financially accountable for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.

Any school owned devices, along with any other accessories must be returned in acceptable working order by the last day of each school year. Students or staff who leave SCCSC during the school year must return all equipment at the time they leave the corporation and whenever requested by school staff. Any fees collected as a part of this initiative will not be refunded.

Users must report a lost or stolen device to the building administration immediately and a report also should be with the school resource officer and/or local police.

Device Repair-

Only SCCSC may repair or replace a device or equipment. All other breakages will be the financial responsibility of the student and billed at the prevailing rate for materials and labor or full replacement. Loss or theft of the equipment is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

Device Spare Equipment and Lending

If a student's device is inoperable; the school has a limited number of spare devices for use while the student's device is repaired or replaced. This agreement remains in effect for loaner devices. The student may not opt to keep an inoperable device.

Device Student Responsibilities

- The students are solely responsible for any apps or extensions on their devices that are not installed by SCCSC.
- Students are responsible for backing up their data to protect from loss; SCCSC gives no guarantees that data will be retained or destroyed.
- Students must bring their devices to school every day and make sure it is fully charged.
- Students must treat their devices with care and never leave it in an unsecured location. If a device is lost, students must contact the Tech Department immediately.
- Students must promptly report any problems with their devices to the Tech Department.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the devices, including the keys, screen cover or plastic casing or protective case.
- Students must keep their devices clean.
- Students are not to mark, deface, or place stickers on the devices.
- Computers must be closed and in their protective case whenever transported between locations.

Personally Owned Devices Policy

This Responsible Use Policy applies to privately owned devices accessing the SCCSC network, the SCCSC internet connection, and private networks/internet connections while on school property.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If users believe a computer or mobile device they are using might be infected with a virus/malware, they should alert the Tech Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Downloads

Users are not permitted to download or run programs over the school network while on or off campus, onto school equipment, without express permission from the Tech Department staff. Users may be able to download other file types, such as images or videos. For the security of the network, user downloads should come from known or trusted sites, and only for educational purposes. Users must abide by all copyright laws.

Digital Citizenship

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should

recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content.

Users should only use known or trusted sources when conducting research via the internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If users see a message, comment, image, or anything else online that is a violation of the Responsible Use Policy or makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school, parent if using the device at home).

Cyberbullying

Cyberbullying, including but not limited to harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, slander, or harm the targeted student/staff member and create for the targeted student/staff member an objectively hostile environment. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored and retained.

Limitation of Liability

SCCSC will not be responsible for damage or harm to persons, files, data, or hardware. While SCCSC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. SCCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Examples of Responsible Use

I will:

- Use school technologies for school related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate or harmful content (images, messages, posts, etc. online or violate the Responsible Use Policy.
- Use school technologies at appropriate times, in approved places for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Never videorecord, photograph, or audio record staff or students without prior administrative authorization.
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgement when using school technologies.

Examples of Irresponsible Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Attempt to "jailbreak", alter, or remove the SCCSC settings from SCCSC's devices.

- Post personally identifying information about myself or others.
- Agree to meet in person someone I meet online.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgement when using school technologies.

Limitation of Liability

SCCSC will not be responsible for damage or harm to persons, files, data, or hardware.

While SCCSC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. SCCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary consequences, including:


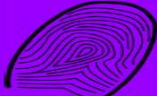







- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention, suspension, or expulsion from school and school--related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution

Employees, students and parents/guardians shall be required to sign the South Central Community School Corporations' Responsible Use Agreement before internet or network access shall be allowed. This agreement will remain in effect for the duration of the student's attendance or staff member's employment at SCCSC. Revisions in policy will be posted.

South Central Community School Corporation Responsible Use Agreement

Approved May 2019

South Central Community School Corporation will follow the 9 P's of Digital Citizenship:

 <h3>PASSWORD</h3> <p>DO YOU KNOW HOW TO CREATE A SECURE PASSWORD? DO YOU USE DIFFERENT PASSWORDS FOR DIFFERENT SERVICES? ARE YOU KEEPING YOUR PASSWORD SECRET?</p>	 <h3>PRIVACY</h3> <p>Protect your private information. Such as address, phone number and e-mail addresses. Never share passwords. Never give information to people you don't know in real life.</p>	 <h3>PERSONAL INFORMATION</h3> <p>Do not share information that can be used to identify you such as your families names, your age, school or team affiliation. This could make it easier for others to impersonate you.</p>
 <h3>PHOTOS</h3> <p>YOU HAVE THE RIGHT TO LIMIT THE USE OF YOUR IMAGE. YOU NEED TO KNOW EVERY TIME YOU ARE TAGGED IN A PICTURE. BE AWARE OF WHAT ALSO APPEARS IN THE PICTURES YOU TAKE. GET PERMISSION TO POST PHOTOS OF OTHERS.</p>	 <h3>PROPERTY</h3> <p>Do you know who owns the copyright to the work you find online? Do you know how to license your own work? Do you know where/how to find fair use images and graphics?</p>	 <h3>PERMISSION</h3> <p>Get permission for the work that you use. Always cite your sources to give credit where it is due.</p>
 <h3>PROTECTION</h3> <p>Protect yourself from viruses, identity theft and phishing.</p>	 <h3>PROFESSIONALISM</h3> <p>Do you follow the rules of netiquette? Are you communicating and collaborating with others? Are you globally competent? Do you understand and recognize cultural disconnects when they happen, and do you have skills for working out problems?</p>	 <h3>Personal Brand</h3> <p>Are you the owner of your digital voice? Have you considered how you are perceived by others? Do you know that your digital tattoo is permanent? Are you intentional about what you share?</p>

Technology / Chromebook Q&A's

What is a Chromebook? Why did we pick this device?

A Chromebook is a device meant for primarily working with Internet based resources.

- ★ 10 hour battery life
- ★ Perfect fit for students working online
- ★ Fast, portable and lightweight
- ★ Ruggedized for student use
- ★ Works with [Google Apps for Education](#)
- ★ Full-size keyboard
- ★ Efficient management
- ★ Automatic updates
- ★ USB, HDMI, SD

Is the Chromebook for everyone?

For the 2019-2020 school year Chromebooks are being issued to students in grades KDG - 12.

Does the Chromebook belong to the student?

No. The Chromebook, power supply, and carrying case, are leased by the South Central Community School Corporation and assigned to the student to use while a South Central student, the same as a textbook.

How should students take care of the Chromebook?

- The Chromebook should always be transported in the school issued carrying case. Students will be issued a bag when they pick up their Chromebooks the first time and the Chromebook, charging cord and carrying case will need to be returned in that bag when it is brought back.
- Bring the Chromebook to school each day fully charged while only transporting it in the padded compartment of their SC carrying case.
- The Chromebook is to be charged at home every night so it is ready for use at school the next day. The student is expected to bring the complete power cord with the computer every day.
- Insert cords and cables carefully to prevent damage to the connectors.
- The inventory stickers on the Chromebook must not be removed.
- Do not write or draw on the device or apply stickers, labels or skincovers, etc. that could rip, damage or deface the computer or carrying case.
- Use only a clean soft cloth to clean the device's screen. No cleansers or liquid cleaning solution of any type should be used.
- Make sure to keep the Chromebook on a secure surface when in use.
- Never leave the device in places of extreme temperature, humidity, or limited ventilation (i.e. in the car) for an extended period of time.
- Handle the device with care and ensure others do the same.
- Abide by the South Central Community School Corporation's Responsible Use Policy.
- Immediately notify their teacher if a problem arises with the functionality of the device and not attempt any repairs. The teacher will then report problems with the Tech Department.

Many students already own a Macbook, tablet, phone or PC Chromebook, so why require a Chromebook? Why not have a BYOD (bring your own device) program?

The Chromebook is the required 1:1 device. It will allow us to monitor student use at school and push out applications that students will use for course work. Multiple device types can get in the

way of instruction when a teacher tries to support whatever is in the classroom. A standard device prevents an interruption to the educational environment of the classroom. The ease of operation and standardizing the device for all K-12th grade students makes collaboration easier for all.

Are businesses or colleges using the Chromebook and Google Apps?

Many businesses and colleges are using these devices and Google Apps. Currently there are more than 30 million Google Apps for Education users, including 7 out of 8 Ivy League Institutions and 81 out of the top 100 universities. It has been projected by many in the education technology community that cloud based applications skills are mandatory for students.

Will students be able to take the Chromebook home?

Yes. The schedule for students taking devices home will vary with each grade level.

I'm concerned about my student accessing inappropriate information on the Internet. What are you doing about that?

South Central Community School Corporation is in compliance with the Children's Internet Protection Act (CIPA) and maintains a content filter and firewall for all Internet-enabled computers and equipment. Regardless of physical location (in corporation building or out of corporation building), the Chromebooks will have all Internet traffic monitored and filtered by the district.

What things can and can't students do with the Chromebook?

The Responsible Use Policy covers what students may or may not do with school devices. If they have any questions, they should ask an adult.

Will students be expected to use the Chromebook only for school related activities or can they add or access other content such as Facebook, YouTube etc.?

Students can access any web-based resource at school that is allowed through the school's Internet filter. If the site is blocked at school, it will be blocked at home. At all times, the device is to be used for educational purposes.

What will happen if the Chromebook is lost or stolen?

The student and their family are responsible for the Chromebook from check-out until check-in just as students have been responsible for textbooks.

Who pays for other damages to the Chromebook?

The Chromebooks will be assigned to an individual student and the student/parent/guardian are financially responsible for the device, including any damage or loss of the **Chromebook, carrying case, or power supply.**

Charges assessed will be the actual cost to repair the device up to the full replacement cost. Approximate repair/replacement costs (subject to change)

Current Replacement Costs	HP 11/G3-4	HP 11/G6 Touch	ASUS Touch
Cost of Computer	\$167 + \$30 Google Management Fee	\$260 + \$30 Google Management Fee	\$271.79+ \$30 Google Management Fee
AC Adaptor	\$16	\$39	\$25
Screen Replacement	\$40	n/a	n/a
Motherboard	\$90	\$128	\$40
LCD Touch Screen Assembly	n/a	\$140	\$99

Keyboard	\$75	\$69	\$60
Battery	\$33	\$46	\$35
Carrying Case	\$13.50	\$13.50	\$13.50

Estimated Costs: PRICES SUBJECT TO CHANGE due to availability- 7/2019

Will there be charging stations for the Chromebooks?

Students are expected to come to school with a fully charged Chromebook.

What happens if students forget to bring the Chromebook to school?

The consequences for not having the Chromebook at school will be determined by the classroom teachers. Students will not be excused from classroom activities, assignments, or expectations if they forget to bring their Chromebook to class.

What if families do not have Internet access or have slow Internet service?

The staff at South Central is aware that not all families have access or fast access to the internet. Teachers will keep this in mind as they design assignments and will work with students to provide alternate ways of accessing the information, such as how to download files while they are at school so they can access them at home without the Internet. Wireless service is available in many locations around our local community including public libraries. The Chromebooks do have limited functionality without Internet access.

What happens when the Chromebook needs repaired or seen by a technician?

- South Central’s Technology Department will perform all repairs on the Chromebooks. **Do not** take the Chromebook to a repair service outside of school as this voids the warranty.
- To get the Chromebook repaired, the student should take the Chromebook to the media center. The student should talk with the media person who will learn about the problem from the student and then determine the steps for repairs. The student and the media person will fill out a repair form that stays with the Chromebook. In cases where the repair takes longer than a day, a loaner may be issued to the student.
- Students who damage a Chromebook intentionally or have repeated incidents will not be issued a loaner until damages are paid in full or a payment plan is in place.
- Students who use a loaner Chromebook are responsible for damages that might occur to the loaner while it is in the student’s possession.

Can families purchase insurance for the Chromebooks?

No insurance is provided through SCCSC. However, there is an optional accidental damage insurance offered through an independent insurance company, School Device Coverage. This option can be accessed through the school’s web site and offers several deductible plans.