HARVEST PREPARATORY SCHOOL

Chromebook
Guidelines, Procedures and Information Parent / Student Handbook

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The mission of the academic program at Harvest Preparatory School is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing portable devices for HPS students. This ensures that students can access what they need from wherever they are – every classroom and public area, anywhere with an internet connection in the school environment.

The focus of the Chromebook program at Harvest Preparatory School is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at Harvest Preparatory School considered by the Administration to come under this policy.

*Teachers/schools may set additional requirements for use in their classroom.

GENERAL INFORMATION

Receiving Your Chromebook

- Parents/guardians and students must complete and the online Chromebook Computer Agreement Form before a Chromebook can be issued to their child.

Chromebook Check-In

- Chromebooks will be returned before the end of the school year on a date to be provided, so they can be checked for serviceability and to be stored for the summer.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Harvest Preparatory School for any reason must return their HPS Chromebook, charger and any other peripheral devices/tools provided on or before the date of termination.

- If a student fails to return the Chromebook, charger or any other peripheral devices/tools provided at the end of the school year, upon withdraw or termination of enrollment at Harvest Preparatory School, that student will be subject to criminal prosecution or civil liability and school records may be withheld. The student will have the option to pay the replacement cost of the Chromebook, charger and any other peripheral devices/tools provided. Failure to return or pay for the replacement of the Chromebook, Chromebook charger and any other peripheral devices/tools provided may possibly result in a filed theft report.

Check-In Fines

- If at any point during the school year there is damage, loss or theft of a Chromebook, the student should contact the school administration immediately. All reports will be investigated and addressed on a case-by-case basis.
- Any technical issue with the device must be brought to the attention of the school administration immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Even though communication from the parent/guardian and/or student is made to the school administration regarding damage to a Chromebook, the student still assumes liability for the repair or replacement of the device. The student is also responsible for full payment to the school if the device was misplaced or stolen.
- Students who turn in their Chromebook for repairs receive a loaner until the repair is made, then the repaired device is returned to them. Charges are added to their school account and remain until the student graduates or leave Harvest Preparatory School, at which time all fees and fines must be paid or school records may be withheld.
- **Fees: Replacement Chromebook - $349.00. Replacement Charger - $20.00.**

TAKING CARE OF YOUR CHROMEBOOK

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

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

General Precautions

- The Chromebook is school property and all users will follow this policy and the Harvest Preparatory School acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold; therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

Screen Care

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

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

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 take their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Chromebooks Left At Home

- If a student leaves their Chromebook at home, the student is responsible to arrange for the Chromebook to be delivered to the school in a timely manner. Loaner Chromebooks are not available for students.
- If a student's Chromebook is being repaired they will receive a loaner for the duration of the time it takes to make the repair.

Charging Your Chromebook Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Repeat violations of this policy may result in disciplinary action.
- In cases where extended use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

Photo Library/Screensavers/Background Photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for educational purposes should be saved to the device. All other photos/videos should not be taken or stored on this device.

Sound, Music, Games or Programs

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

Printing at School

- If needed, students may print school assignments using the printer in the Online Learning Lab, the Attendance Office, or the Academic Research Center.

Home Internet Access

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

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the Chromebook

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

Network Connectivity

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

APPS AND EXTENSIONS ON CHROMEBOOKS

Originally Installed Software

- Students are allowed to load approved extra extensions/apps on their Chromebooks. Students are responsible for the content on their Chromebooks. Apps and other media must be appropriate for HPS acceptable use policy and code of conduct. Students can be asked to remove apps and media.
- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, eBooks and apps as noted previously.

Inspection

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

Procedure – Reloading Software

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
- Students are highly encouraged to ensure there is a backup of all Chromebook documents and work as identified in "Saving to Chromebook".
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

Software Upgrades

- Chrome OS updates are controlled by the district's management system and should occur automatically. If you are experiencing problems with updates, report them to the school administration.

ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

Parent/Guardian Responsibilities

- Talk to your child about values and the standards that your child should follow on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies and radio.
- Become increasing active participants by asking your child to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist you in promoting positive conversations between you and your child regarding digital citizenship as it relates to internet safety, conduct and "Netiquette":

  o NetSmartz: http//www.netsmartz.org/Parents
  o CommonSense Media: http//www.commonsensemedia.org/blog/digitalcitizenship

- Ensure that siblings and other family members are not using the device for personal use.

School Responsibilities Are To:

- Provide internet and online course materials access to students.
- Provide internet filtering and logging of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. Harvest Preparatory School reserves the right to review, monitor and restrict information stored on or transmitted through or by Harvest Preparatory School owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

Students Are Responsible For:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Harvest Preparatory School in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Harvest Preparatory School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Harvest Preparatory School Student Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the school.
- If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to the school at the end of each school year during designated time and day. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Harvest Preparatory School for any other reason must return their individual school Chromebook and other peripherals on or before the date of termination.
- Monitoring all activity on their account(s).

Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook. (Harvest Preparatory School reserves the right to modify this list at any time.)

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws

- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Use of outside data disks or external attachments without prior approval from administration
- Changing of Chromebook settings (exceptions include personal settings such as font, size, brightness, etc.)
- Spamming (sending mass or inappropriate emails)
- Using the internet to access personal (non-school related) accounts i.e., non-school provided email accounts (Yahoo, Hotmail), Facebook and other social media sites, messaging services (i.e., MSN Messenger, ICQ,) etc.
- Gaining access to other student's accounts, files and/or data
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communication for any inappropriate purpose via any means
- Students are not allowed to give out any personal information, without the permission and supervision of their parents/guardians or a school staff member, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Harvest Preparatory School web filter.

Legal Property

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements
- Plagiarism is a violation of the Harvest Preparatory School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Harvest Preparatory School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

Student Discipline: If a student violates any part of the policies, procedures or expectations outlined in this document, the student code of conduct or district policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student code of conduct).

PROTECTING AND STORING YOUR CHROMEBOOK

Chromebooks Left in Unsupervised Areas

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

ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after-school detentions, in-school suspensions, and out-of-school suspensions. Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media
- Leaving your Chromebook unattended
- Deleting school installed settings from a Chromebook
- Lack of adequate care for a Chromebook, case, charger, etc.
- Resetting a Chromebook to factory defaults

- Placing a Chromebook in developer mode Adjusting settings on someone else's Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Logging in under personal Google accounts to download purchased apps for yourself or someone else
- Leaving your Chromebook at home and not being prepared for classes
- Loaning a student your Chromebook inside and outside of school
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices

DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to the AUP and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself**

I will show respect for myself through my actions.
I will select online names that are appropriate.
I will use caution with the information, images and other media that I post online.
I will carefully consider with personal information about my life, experiences or relationships I post. I will not be obscene.
I will act with integrity.

2. **Protect Yourself**

I will ensure that the information, images and materials I post online will not put me at risk.
I will not publish my personal details, contact details or a schedule of my activities.
I will report any attacks or inappropriate behavior directed at me while online.
I will protect my passwords, accounts and resources.

3. **Respect Others**

I will show respect to others.
I will not use electronic mediums to antagonize, bully, harass or stalk people.
I will show respect for other people in my choices of websites: I will not visit sites that are degrading to others, pornographic, racist or inappropriate.
I will not enter other people's private spaces or areas.

4. **Protect Others**

I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
I will avoid unacceptable materials and conversations.

5. **Respect Intellectual Property**

I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources.
I will validate information.
I will use and abide by the fair use rules.

6. **Protect Intellectual Property**

I will request to use the software and media others produce.
I will purchase, license and register all software or use available free and open source alternatives rather than pirating software.
I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.