

Banning High School

Chromebooks for Learning

Parent/Student Handbook

**Responsibility and Safety Using
Student Chromebooks**

2016-2017



Dare to Achieve

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Overview

The Banning Unified Scholl District (BUSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of BUSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

Students and families have the privilege of accessing the school network and the Internet. This extraordinary opportunity to explore resources is tied to responsibilities.

When signing the Parent/ Student Chromebook Agreement, you are acknowledging that you understand and accept all of the information in this handbook.

BUSD students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/ guardian.
2. All users of the BUSD network and equipment must comply at all times with the Banning Unified Scholl District Acceptable Use Policy.
3. Chromebooks are loaned to students and remain the property of BUSD.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the Chromebook and network must support education.
6. Students and families must follow all guidelines set forth in this document and by BUSD staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all BUSD computers whether on or off the school campus.
8. All files stored on the BUSD equipment or network are the property of the district and are subject to regular review and monitoring.
 - BUSD reviews and monitors all activity on the network for responsible use.
 - Internet history and E-mail checks may occur at the discretion of BUSD staff.
9. The term “equipment” or “technology” refers to Chromebooks, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the Chromebooks in good condition. Failure to do so may result in fines for repair or replacement.
11. The price that the district paid for the Chromebook includes: the Chromebook, case, battery, cable, and a 1 year warranty.
12. The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the Chromebook.

13. Students are expected to report any Chromebook damage to the Library Media Aid as soon as possible. This means no later than the next school day.
14. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
15. Students are expected to notify a staff member immediately if they come across information, image, or message that is inappropriate, dangerous, threatening, or makes them feel uncomfortable.
16. All users are expected to follow existing copyright laws.
17. Students may only log in under their assigned username. Students may not share their password with other students.
18. Students may not loan Chromebook components to other students for any reason. Students who do so are responsible for any loss of components.
19. Chromebooks come with a standardized image already loaded. These images may not be altered or changed in any way.
20. All students have access to a network drive on which to store data (the H Drive) and/or their online Google Drive. It is the responsibility of the student to see to it that critical files are backed up regularly to one of these locations.
21. Any failure to comply may result in disciplinary action. BUSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
22. BUSD reserves the right to confiscate the property at any time.
23. Parents/Guardians who choose to opt out of their child taking home a Chromebook must sign an Opt Out waiver Form with the assistant principal.

Chromebook Rules and Guidelines

The rules and regulations are provided here so that students and parents are aware of the responsibilities students accept when they use a district-owned computer. In general, this requires efficient, ethical and legal utilization of all technology resources. **Violations of these rules and guidelines will result in disciplinary action.**

Students receive Chromebook-related training at school during the first weeks of school. Below you will find a summary of the main points students need to follow.

Electronic Resource Policy and Acceptable Use Procedures

General Guidelines	All use of technology must: <ul style="list-style-type: none"> ● Support education ● Follow local, state, and federal laws ● All files on the network or Google Drive must be school appropriate
Security Reminders	<ul style="list-style-type: none"> ● Do not share logins or passwords <i>Exception: students are asked to share passwords with parents or guardians</i> ● Do not develop programs to harass others, hack, bring in viruses, or change others' files ● Follow Internet safety guidelines
Activities That Require Teacher Permission	<ul style="list-style-type: none"> ● Sending emails ● Instant-messaging ● Using headphones in class ● Downloading programs, music, games and videos ● Playing games
Appropriate Content	All files must be school appropriate. Inappropriate materials include explicit or implicit references to: <ul style="list-style-type: none"> ● Alcohol, tobacco or drugs ● Gangs ● Obscene language or nudity ● Bullying or harassment ● Discriminatory or prejudicial behavior
Thumb Drives/Jump Drives	<ul style="list-style-type: none"> ● All BUSD rules and guidelines apply to any thumb drive plugged in to a BUSD Chromebook ● Backing up files to the Google Drive is the preferred method

Chromebook Use, Care, and Classroom Routines

Storage	<ul style="list-style-type: none"> ● Chromebooks never be stuffed too tightly into a backpack ● Never pile things on top of it. ● Never leave it on the bottom of a PE locker. ● Never leave the PE lock set to open without entering the
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	combination.
Hallways	<ul style="list-style-type: none"> ● Keep your Chromebook in the BUSD case at all times. ● Always use the handle, strap, or two hands to carry the Chromebook. ● Never leave the Chromebook unattended for any reason.
Classroom Habits	<ul style="list-style-type: none"> ● Center the Chromebook on the desk. ● Close the lid of the Chromebook before standing up. ● Lock the computer before walking away from it. ● Use in class only as directed by the teacher.
Care of Chromebook at Home	<ul style="list-style-type: none"> ● The power cord/charger remains at home. ● The Chromebook stays in the case, even to charge. ● Charge the Chromebook fully each night. ● Use the Chromebook in a common room of the home. ● Store the Chromebook on a desk or table - never on the floor! ● Keep away from: <ul style="list-style-type: none"> ▪ Extreme heat or cold ▪ Food and drinks ▪ Small children ▪ Pets
Travelling To and From School	<ul style="list-style-type: none"> ● Completely shut down the Chromebook before traveling. ● Do not leave the Chromebook in a vehicle. ● Use your backpack or carry the case by the handle or shoulder strap. ● If ever in a situation when someone is threatening you for your Chromebook, give it to them and tell a staff member as soon as you arrive at school. ● Stolen Chromebooks are located through tracking software and are retrieved in cooperation with the local police department.
Prohibited Actions	<p>Students are prohibited from:</p> <ul style="list-style-type: none"> ● Putting stickers or additional markings on the Chromebooks, cases, batteries, or power cord/chargers unless items can be easily removed. ● Defacing BUSD issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the Chromebooks or any stitching on the case. ● If such action occurs, the student will be fined the cost of repair or replacement.
Troubleshooting and Swaps	
Troubleshooting Procedures	<p>Student must not try and fix the problem. Instead:</p> <ul style="list-style-type: none"> ● Student must take the device to the BHS Library to have the aid have it fixed. Another Chromebook will be provided while waiting for the original Chromebook to be fixed if the problem is more serious.

Google E-mail for Students

All BUSD middle/high school students are issued a Google e-mail account. E-Mail allows students to safely and effectively communicate and collaborate with teachers and classmates, giving them an authentic purpose for writing.

The effective use of e-mail is

- A 21st century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders

- E-mail should be used for educational purposes only.
- E-mail transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' emails.
- All e-mail and all contents are property of the BUSD.
- Students should not delete e-mails unless instructed to do so by a teacher. Deleting e-mails will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Restrictions and Limitations

- Student email defaults to a "student only" view in the address book, but students may email teachers and other staff as well.
- Mailbox size is restricted.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, images)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, or political activities

Other Features

Please refer to the Parent Responsibility section of this document for suggestions on monitoring student use of technology in the home.

Listening to Music

- At School
 - Listening to music on your Chromebook is not allowed on the Chromebook during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

- At Home
 - Listening to music on your Chromebook (from a streaming website or CD) is allowed at home with permission from parents/ guardians.

Watching movies

- At School
 - Watching movies on your Chromebook is not allowed on the Chromebook during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment
- At Home
 - Watching movies on your Chromebook (from a streaming website or DVD) is allowed at home with permission from parents/ guardians.

Gaming

- At School
 - Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.
- At Home
 - Online gaming is allowed at home if all of the following conditions are met:
 - The content of the game is school appropriate.
 - You have permission from your parent/ guardian.
 - The game is in support of education
 - All school work is complete.
 - No download of any kind is needed.

You are not allowed to load personal applications onto your computer.

Printing

- Printing at School
 - Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home.
- Printing at Home
 - BUSD Customer Support Center provides limited support for personal/home equipment.
 - Best practices is to save or upload documents to Google Drive or a teacher's Google Classroom where then printing is not necessary.

Desktop Backgrounds and Screensavers

- Considerations - Any images set as the desktop background must be in line with the Electronic Resource Policy and Acceptable Use guidelines.
 - Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action and/or loss of Chromebook privileges.

Web Cams

Each student Chromebook is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st century tool and to develop 21st century communication skills.

Examples of Use

Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording you giving a speech and watching it back for rehearsal and improvement.

Important Note

Please note that installing Internet calling/video-conferencing software (i.e. Skype) is prohibited on BUSD Chromebooks. Software for using the web cam is already installed on the BUSD Chromebook.

Copyright and Plagiarism

- Considerations - Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

Mistreatment of Technology Discipline

- Compliance Checks
Compliance checks (reviewing E-mail, Internet history, user profiles etc.) may be conducted on a student's computer at any time. These may be school-wide checks or conducted individually due to suspicion of inappropriate computer usage.
- Progressive Discipline
Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.
- Classroom Interventions
For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.
- Higher level consequences may include, but are not limited to:
 - Lunch detentions
 - After-school detentions
 - Assignments that re-teach or reinforce correct behaviors
 - Restricted computer use
 - Office referrals
 - SuspensionsBUSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person

8. Invading the privacy of other individuals
9. Using another user's account, password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the BUSD filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related e-mails

Chromebook Security

- **Balanced Approach**

Two primary forms of security exist: Chromebook security and Internet filtering. Each of the Chromebooks has a security program installed on it. BUSD strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Banning Unified School District network.

- **Chromebook Security**

Security is in place on the Chromebook to prevent certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.

- **Internet Filtering at School**

BUSD maintains an Internet filtering software package on-site. This program automatically filters all student access to the Internet.

- **Internet Filtering at Home**

There is a second software filter package installed on each Chromebook unit. This filter will run when the students are home, and will help insure safe access to the Internet. Please note, however, that there is no better security tool than an involved adult!

Damaged Equipment

- **Insurance**

The price that the district paid for the Chromebook includes: the Chromebook, case, a 1 year warranty. If parents are interested in additional insurance purchase, please contact the Technology Department for information or see the Parent Resources on page 11 of this handbook.

- **Repairs**

Occasionally, unexpected problems do occur with the Chromebooks that are not the fault of the user (computer crashes, software errors, etc.). The Technology Department will assist students with having these fixed. These issues will be remedied at no cost.

- **Loaner Chromebooks "Swaps"**

Temporary replacements, known as "swaps", are available at school library so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same rules and regulations apply to swaps.

- **Accidental Damage vs. Negligence**

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

Lost or Stolen Equipment

Lost Equipment

- **Reporting Process**

If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the Staff member will assist him/her.

- **Financial Responsibility**

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be fined for damaged or lost equipment.

Stolen Equipment

- **Reporting Process**

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent.

If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).

Failure to report the theft to the proper staff and follow the proper filing procedure may result in a full fine to the student.

- **Financial Responsibility**

The circumstances of each situation involving stolen equipment will be investigated individually. Students/ families may be fined for damaged or lost equipment.

Resources for Parents

Free Wi-Fi can be found in several areas throughout the Banning Pass area. Use the following link to find a hot spot near you: <http://www.wificafespots.com/wifi/city/US-CA-Banning>

Affordable Home Wi-Fi as low as \$10 a month with other options available can be found using the following link: <http://everyoneon.org/>

Affordable Insurance is an option that goes beyond what is already provided with each Chromebook. See the following links for more details:
<http://www.worthavegroup.com>

Replacement and Repair Costs

Replacement Costs

ACER 720C Chromebook	
Chromebook Sleeve Cover	\$20.00
Chromebook	\$415
Chromebook and Sleeve Cover	\$435
Estimated Repair Costs beginning at	\$38

Payment Timeline

Parents/guardians/students have 30 days to pay any fees or fines. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may setup payment plans to clear fines, if needed.

**Banning High School
Parent/Student Chromebook User Agreement**

Banning High School has initiated a Chromebooks for Learning program for students and teachers in an effort to embrace 21st Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all learners
- To make student-centered learning a priority
- To increase collaboration, creativity, critical thinking and communication in our students
- To prepare students for a 21st Century environment.

Acceptable Use

Students’ use of the Chromebook falls within the guidelines of page 11 from the Banning High School Parent/Student Handbook and within this information provided throughout this Chromebook for Learning Handbook. While at school, Internet and Chromebooks use will be monitored through district level management software. Anyone found violating acceptable use will be subject to disciplinary actions.

Parent or Guardian Agreement

- I understand that this Chromebook is designated for educational purposes and therefore my child’s actions may cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility should my child be deemed responsible for a lost Chromebook or charger. (Broken Chromebooks and theft is covered in part by BUSD Chromebook Insurance).
- I understand that the Chromebooks are district owned devices and all content stored on the Chromebook is subject to review at any time.

As the parent or guardian of this student, I have read and agree to the guidelines in the Chromebooks for Learning Handbook.

Parent or Guardian’s Printed Name

Parent or Guardian’s Signature

Date

Print Student’s Name

Student’s BUSD ID Number

Student’s Signature

Date

For office use only
