

# *Goodman-Armstrong Creek School District*

## *1:1 Technology Handbook*

The mission of the 1:1 program in the Goodman-Armstrong Creek School District is to create a collaborative learning environment utilizing the most current technology for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

The Google Chromebooks will be loaned to students at the beginning of the 2017-2018 school year. Students in grades 7-12 will be issued their Chromebook on the first day of school after the acceptable use policy, handbook agreement, and release of information form are received by the school district. All technology fines must also be paid before a Chromebook can be issued. Students will be receiving additional orientation and classroom instruction during the first quarter of school. Release for the students to take their devices home will be at the discretion of the school district. Elementary students will have access to Chromebooks at school. Each Chromebook will be on loan to the student, and must be used in accordance with the following policies and procedures: the Goodman-Armstrong Creek's Acceptable Use Policy and any civil/criminal applicable laws. Use of this Chromebook, as well as access to the computer network, the Internet and email are a privilege and not a right. These items will be provided for educational purposes only, and are intended to support the learning objectives of the district.

## *General Use and Care of the 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 office as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

### **a. General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets or in direct sunlight (ex: laying on a seat in a car).
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
  - **Removable Covers may be personalized**
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should be carried in a secure bag. Chromebooks should always be in a protective case when traveling.
  - It is strongly advised that the Chromebook/case not be crammed into your backpack.

### **b. Protective Covers**

- Each student will be issued a protective cover for his/her Chromebook that should be used at all times.
- Although the covers are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- Additional covers will need to be purchased at the expense of the student.

### **c. Carrying Chromebooks**

- Transport Chromebooks with care in a protective bag or case.
- Failure to do so may result in consequences.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### **d. Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a **soft, dry microfiber cloth or anti-static cloth**.

#### **e. District Barcode**

- All Chromebooks will be labeled with a Library Barcode.
- Library Barcode 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 Barcode or turning in a Chromebook without a Library Barcode.

### *Using the Chromebook at School*

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

#### **a. If a Student does not bring his/her Chromebook to School**

- The office will have spares that can be checked out only for the hours needed. The teacher will request the Chromebook from the office. The teacher will collect the spare Chromebook at the end of the hour.

#### **b. While a Chromebook is Being Repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair with the district IT.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may NOT be taken home.
- The Technology Coordinator will contact students when their devices are repaired and available to be picked up.

#### **c. Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

#### **d. Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in consequences.

#### **e. Sound**

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

#### **f. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

## *Using the Chromebook at Home*

- Students are encouraged to take their Chromebooks home to complete school work and to make sure the Chromebook is fully charged for the following day. It is the student's responsibility to provide for the care and safety of the Chromebook.
- **It will be the parents/guardians responsibility to supervise the student's use of the Chromebook at home.**
- If any part of the Chromebook is lost, stolen, or damaged, parents/guardians should immediately report the loss or theft to the office at email address [aspace@goodman.k12.wi.us](mailto:aspace@goodman.k12.wi.us) or phone number 715-336-2575 ext. 203. Students and/or parent/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.
- Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi 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 Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

## *Using the Chromebook for Internet and E-mail*

- Students and parents/guardians understand that the Goodman-Armstrong Creek School District does not have complete control over information found on the Internet.
- Unannounced Chromebook checks will be done and students with inappropriate material will be disciplined accordingly.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.
- Deviating from the guidelines in this handbook, failing to care for the Chromebook, or misusing the Chromebook may result in consequences.

*Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their Chromebooks are the sole property of Goodman-Armstrong Creek School District. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.*

## *Consequences of Inappropriate Use*

The Goodman-Armstrong Creek School District works hard to provide our students with clear behavioral expectations and uses a wide range of local resources to accomplish this and to meet the varied needs of our students. Any behaviors that negatively impact the learning environment may result in classroom and/or school wide interventions. Consequences may include, but are not limited to, detention, in-school-suspension, out-of-school suspension, fines, expulsion, and/or legal action depending on the severity of the offense and the number of times the student has had consequences. The following fines are as follows and could be subject to change:

- \$15- replacement or damaged bag
- \$25 - missing or lost power cord
- \$60 - screen replacement
- \$125 - keyboard replacement
- \$299 - full replacement of device

Our entire staff takes a proactive approach to classroom management, involving parents in that process. We continue to strive to make our school a safe, engaging, learning environment.

*Goodman-Armstrong Creek School District*  
*Student Pledge for Chromebook Use*

- I will take good care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will not use my Chromebook to take pictures or record video of others without the person's permission and my teacher's permission.
- I will not clear the history on any Chromebook.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep my Chromebook fully charged battery and ready for each school day.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs myself and/or an outside agent.
- I will protect my Chromebook by carrying it a protective case or bag when leaving the classroom.
- I will use my Chromebook in ways that are appropriate and are educational.
- I will not place decorations (such as stickers, markers, etc.) directly on the Chromebook.
- I will not deface the serial number or Library Barcode on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Goodman-Armstrong Creek School District.
- I will consult with the administration in case of theft, vandalism, and other destructive acts.
- I will notify the IT Department of office immediately if any part of the Chromebook is any lost, stolen, or damaged.
- I will keep my power cord for my personal use and not loan it out to others.
- I will be responsible for all damage or loss caused intentionally or unintentionally to any part of the Chromebook.
- I agree to return the District Chromebook and power cords in good working condition.
- I agree to the stipulations set forth in the above documents including the Chromebook Procedures and Information; the Acceptable Use Policy; and the Student Pledge for Chromebook Use.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_