

# Grace Middle School Google 1:1 Program

## *Google Apps & Chromebook: Policy, Procedures, and Information*

### **2020-2021**

The focus of the Chromebook program at Grace Christian Middle School is to provide tools and resources for the 21<sup>st</sup> 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 Grace considered by the Administration to come under this policy.

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

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# 1. GOOGLE APPS FOR EDUCATION

## 1.1 Student E-Mail Accounts, Password, and Security

Students are entirely responsible for the confidentiality of their e-mail accounts, passwords, personal information, and for any activities that occur with their accounts. The student agrees to notify their teacher or site administrator immediately of any unauthorized use of their e-mail or network account, or of any other network security problems. Student accounts are restricted; they can send and receive email from only other gracelcms.net users.

## 1.2 E-mail Storage, Outbound Messages, and Other Limitations

The amount of storage space per student e-mail account is limited and some messages may not be processed due to space constraints or outbound message limitations. Grace Christian School is not responsible or liable for the deletion or failure to store e-mail messages. Grace Christian School will delete all contents of a student e-mail account at the end of the academic year as a regular procedure.

## 1.3 Responsible Use Policies and Guidelines

- Any viewing, sharing, or transmission of material containing inappropriate or explicit content, offensive language, derogatory rumors/gossip, threats, or any other harmful or disturbing content is strictly prohibited.
- Students will not share their passwords, addresses, or other personal information without the authorization of a parent or teacher at Grace Christian School.
- Students will not impersonate another student or cause harm to any other student's intellectual property. This includes deleting, copying, or modifying data, or forging other users' names, emails, files, or data.
- Certain internet materials may not be used, copied, or reproduced without the permission of the author or copyright holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
- Students are responsible for the care and safekeeping of all devices. Any loss or damage to any device (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students and parents. Students must immediately report damage, malfunction, or loss to Grace Christian School. Students are not permitted to repair, alter, modify or replace iPad, computers or other devices without express authorization. If a student damages an iPad, computer or other device they will receive an invoice for the repair/replacement of the device. The invoice must be paid within 30 days of the incident.
- In consideration for using the technology provided by Grace Christian School, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Grace Christian School as well as their respective employees, personal staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating any way to the use of the iPad, computers or other devices furnished by Grace Christian School to the student.

## 1.4 Expectations of Privacy

Students shall have no expectation of privacy while using the school technology system. Grace Christian School reserves the right to filter student email for viruses and malicious programs.

Parents are encouraged to monitor their children's email account. The email system and all data stored on it is the express property of Grace Christian School.

### **1.5 Limitation of Liability**

The ability of Grace Christian School to protect privacy is limited to the on-campus use of student e-mail for educational purposes and does not extend outside Grace Christian School. The student and parent specifically agree that Grace Christian School is not responsible or liable for any threatening, defamatory, obscene, offensive or illegal content or conduct of any other party or any infringement of another's rights. If the student is dissatisfied with the student e-mail service, the materials available on or through the service, or with any of Grace Christian School's terms and conditions, the sole and exclusive remedy is to discontinue using the Grace Christian School student e-mail service.

## **2. CHROMEBOOK GENERAL INFORMATION**

### **2.1 Receiving Your Chromebook**

- Parents & students must sign and return Google Apps & Chromebook: Policy, Procedures, and Information document before the Chromebook can be issued to their child in the fall.

### **2.2 Chromebook Check-in**

- Chromebooks will be returned prior to 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. If a student transfers out of Grace during the school year, the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will be returned at that time or purchased.
- Students who withdraw, are expelled, or terminate enrollment at Grace for any other reason must return their individual school Chromebook, Chromebook charger, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided at the end of the school year or when leaving Grace, that student will be subject to criminal prosecution or civil liability and school records may be withheld. The student/parent will also pay the replacement cost of the Chromebook, Chromebook charger, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will result in a theft report being filed with the Escondido Police Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, and must return the computer and accessories to Grace in good working condition. The student/parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

### **2.3 Check-in Fines**

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of Grace and its administrators.

- After two incidents of accidental damage, the student may lose some privileges of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1 <sup>st</sup> Instance)	A report must be made <b>immediately to administration</b> . The device must be returned to the school so that a new or spare device may be issued.	Cost associated with replacing or repairing the device
Accidental Damage (2 <sup>nd</sup> Instance)	A report must be made <b>immediately to administration</b> . The device must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2 <sup>nd</sup> break. The student may need to wait until the original device is returned from service.	Cost associated with replacing or repairing the device PLUS \$20
Accidental Damage (3rd and additional instances)	A report must be made <b>immediately to administration</b> . The device and case must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: - limited participation in the Chromebook program - may not be permitted to take the device home. *This may also result in a referral to administration for disciplinary action.	Minimum: <b>\$30</b> Maximum: <b>full cost of device</b>
Intentional Damage	A report must be made <b>immediately to administration</b> . The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the administration for disciplinary action.	High Level Fine - All costs that are associated with replacing or repairing the device.
Loss	A report must be made <b>immediately to administration</b> .	<b>Full cost of device \$250</b>
Theft	A report must be made <b>immediately to administration</b> and a police report <b>MUST</b> be filed with the Escondido Police Department	No cost
Power cord and/or extension cable	A report must be made <b>immediately to administration</b> , the Chromebook, power cord, etc. must be returned to the student's homeroom teacher.	Maximum: <b>\$25 each</b>

## 3. 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 office for an evaluation of the equipment.

### 3.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Grace 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 remain free of any writing, drawing, stickers, or labels that are not the property of Grace.
- Chromebooks must never be left in an 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.
- Cases should not be removed once they are placed on Chromebook as it will greatly reduce the amount of protection on the device.

### 3.2 Carrying Chromebooks

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.

### 3.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly 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.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against walls, car doors, floors, etc as it will eventually break the screen.

## 4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

### 4.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” a Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the administration.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

### 4.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair in the school office. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks will only be issued for use in school until all fines have been paid.

### 4.3 Charging Your Chromebooks Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.
- Chargers should be kept in the school issued Chromebook Case.
- Labels on chargers that indicate student names should NOT be removed.

### 4.4 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, 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 an educational purpose should be saved to the device.

### 4.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Grace staff only.
- All software/Apps must be school provided or requested in writing for school approval. 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 instances of downloading apps that have not been approved by the school are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

#### **4.6 Printing**

- Printing will be available with the Chromebook. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing from the Chromebook at school.

#### **4.7 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 content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

## **5. MANAGING YOUR FILES & SAVING YOUR WORK**

### **5.1 Saving to the Chromebook**

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

### **5.2 Network Connectivity**

- The Grace makes no guarantee that their network will be up and running 100% of the time. In the rare 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 assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

## 6. APPS AND EXTENSIONS ON CHROMEBOOKS

### 6.1 Originally Installed Software

- The Extensions/Apps originally installed by Grace must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to “jailbreak” the Chromebook or change the configuration of the device as provided in the fall each school year will result in an immediate disciplinary action.

### 6.2 Additional Software

- Students are allowed to load extra extensions/Apps on their Chromebooks. However, any apps that are not provided by the school will need approval in writing as mentioned in section 4.5 above. Grace will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any software 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, images, e-Books, and apps as noted in section 4.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

### 6.3 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, and various violations of student acceptable responsibilities when using the Chromebook.

### 6.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software are 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 re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 5 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

### 6.5 Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.



## 6.6 Website Usage and Parental Consent

- For some classes and lessons, teachers will be personalizing learning for students by using some helpful and engaging websites.

The use of these websites allows students to learn anytime, anywhere, with material that is uniquely appropriate for them. Students can explore new topics and strengthen their skills by doing practice problems and tutorials. By using these websites, we'll be able to provide a more personalized learning experience for students.

- For students to use these websites, we will need to create them an account. For faculty to create accounts for students, we will need parents permission to create accounts for them.
- Parents, please review the Terms of Service listed below.
 

EasyBib (part of the Chegg network)	<a href="https://www.chegg.com/internationalprivacypolicy/">https://www.chegg.com/internationalprivacypolicy/</a>
EdPuzzle	<a href="https://edpuzzle.com/terms">https://edpuzzle.com/terms</a>
Khan Academy	<a href="https://www.khanacademy.org/about/tos">https://www.khanacademy.org/about/tos</a>
Kids Discover Online	<a href="https://www.kidsdiscover.com/terms-conditions/">https://www.kidsdiscover.com/terms-conditions/</a>
Quizlet	<a href="https://quizlet.com/tos">https://quizlet.com/tos</a>
- Parents, your returned signature from page 15 of this document indicates that you give consent for your child to use the above websites in class this school year.
- Thanks for your support and looking forward to an exciting school year ahead!

## 7. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

### 7.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children 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 increasingly active participants by asking your child/children 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 in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
  - NetSmartz: <http://www.netsmartz.org/Parents>
  - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

### 7.2 School Responsibilities are to:

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Grace reserves the right to review, monitor, and restrict information stored on or transmitted via Grace owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance.

### 7.3 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 Grace 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 Grace Academic Honesty Policy. Be sure to 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 disciplinary action. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the School.
- If a student should receive emails 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 office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Grace for any other reason must return their individual school Chromebook and other peripherals on the date of termination of enrollment.
- Monitoring all activity on their account(s).

### 7.4 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Grace may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Escondido Police Department (the police report must be submitted) and to school administration.

### 7.5 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Grace policies. 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 disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.

## 8. STORING YOUR CHROMEBOOK

### 8.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- Grace label
- Students should not remove labels and/or serial # labels that are placed on the device.

### 8.2 Storing Your Chromebook

- When students are not using their Chromebooks at school, they should be stored in their classrooms.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it in at the school office for storage.

### 8.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunch area, computer lab, library, unlocked classrooms, restrooms, multipurpose rooms, church, hallways, etc.
- 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 office and may result in disciplinary action.

## 9. PROTECTING YOUR CHROMEBOOK

### 9.1 Insurance Protection

- Grace does not offer insurance for your Chromebook
- You may wish to purchase a private insurance package for your Chromebooks.
- The fee for a lost Chromebook will be the replacement cost of the device.

### 9.2 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurance will require a rider for electronics and only provide so much coverage and a higher deductible.

### 9.3 Cases

- Cases should be placed on Chromebooks as it will greatly increase the amount of protection on the device.

## 10. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or school policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). This can include, but not limited to 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 unapproved apps that are not in Self-Service without receiving permission.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to Gym - unless directed by gym teacher.
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the 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 account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

## 11. DIGITAL CITIZENSHIP

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Student Pledge for Google Apps and Chromebook Use 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 what 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 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 choice 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 request permission to use copyrighted or otherwise protected materials. 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.

## 12. CYBERBULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated. The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

### **Consequences for Harassment and/or Cyber Bullying**

Ed Codes 48900.4 & 48900(r), strictly prohibit harassment or bullying of any kind and such behavior is subject to the following consequences: Minimum: 1 day suspension - Maximum penalty: Expulsion

## 13. STUDENT PLEDGE

- I will always use technology in a God-pleasing manner. This means that any viewing, sharing, or transmission of material containing inappropriate or explicit content, offensive language, derogatory rumors/gossip, threats, or any other harmful or disturbing content is strictly prohibited.
- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- 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.
- I will protect my Chromebook while carrying it from class and home.
- I will use my Chromebook in ways that are appropriate, meet Grace Expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- I will not deface the serial number Chromebook sticker on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Grace.
- I will follow the policies outlined in this document (*Google Apps & Chromebook: Policy, Procedures, and Information*) while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the School Chromebook, case and power cords in good working condition.
- I will be a proactive digital citizen when using my Chromebook.
- I understand that my use of the Chromebook is subject to all applicable school policies and regulations,

**Individual school Chromebook computers and power adapter must be returned to Grace at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Grace for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in Chromebook under any of these circumstances will result in the withholding of student transcripts.**

**PLEASE KEEP THIS PACKET FOR YOUR RECORDS**



**Grace Middle School Google 1:1 Program**  
***Google Apps & Chromebook: Policy, Procedures, and Information***  
**2020-2021**

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**We agree to the stipulations set forth in**  
***Google Apps & Chromebook: Policy, Procedures, and Information***  
**document**

**Please Print Clearly:**

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

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

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS PAGE ONLY**

**Keep Pages 1-14 for your records**