

Grace Christian School

MS Technology Use Guidelines & Agreement

1:1 Program

2022-2023

The focus of the Chromebook program at Grace Christian Middle 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 prepare them for college and the workplace.

1. GOOGLE APPS FOR EDUCATION

1.1 Student Google Accounts

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 emails from only other gracelcms.net users.

Google Profile picture must have the student's image as part of the picture.

1.3 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 accounts. The email system and all data stored on it is the express property of Grace Christian School. All student accounts are monitored by BARK, staff is notified of usage weekly.

1.4 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 Your Chromebook

- Chromebooks are issued to the students at the start of school in the fall.
- 6th graders and new students will receive a brand new Chromebook. Returning students will receive their Chromebooks from the previous year.
- Chromebooks and Chargers are to be returned to the School 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 either 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.
- 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.

2.2 Chromebook Care

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

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Only labels or stickers approved by 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.
- Chromebooks that are stolen must be reported immediately to the Escondido Police Department (the police report must be submitted) and to school administration.

2.3 Chromebook Damage and Fines

Issue	Action(s) Necessary	Cost
Accidental Damage	A report must be made immediately to administration . The device must be returned to the school so that a new or spare device may be issued.	<u>1st time</u> - Cost associated with replacing or repairing the device <u>2nd time</u> - above +\$20 <u>3rd time</u> - above +\$50
Intentional Damage	A report must be made immediately to administration . 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.	All costs that are associated with replacing or repairing the device. plus \$50
Loss	A report must be made immediately to the administration .	Full cost of device (current market value)
Theft	A report must be made immediately to administration and a police report MUST be filed with the Escondido Police Department	No cost
Power cord and/or extension cable	A report must be made immediately to administration ,	Replacement cost (current market cost)

- Students 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. If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact the 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.
- Fees 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.

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.
- 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.

3.2 Carrying Chromebooks

- Chromebooks should always be protected when carried, ie in a backpack or case.
- 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.

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.

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3.4 Storing Your Chromebook

- Cases should be placed on Chromebooks as it will greatly increase the amount of protection on the device. Cases are not provided by Grace.
- When students are not using their Chromebooks at school, they should be stored in their backpacks. Storing them in lockers is prohibited.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Under no circumstances should Chromebooks be left in unsupervised areas.

3.5 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.

3.6 Insurance Protection or other coverage

- Grace does not offer insurance for your Chromebook
- You may wish to purchase a private insurance package for your Chromebooks. 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.

4. USING YOUR CHROMEBOOK

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.

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.

4.3 Photo Library/Screensavers/Background photos

- Appropriate media should be accessed on the device and may 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.

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4.4 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Any music on the device should only be added at the request and discretion of a teacher with the use of headphones.
- Internet Games are not allowed on the Chromebooks during school hours. 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.

4.5 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.

4.6 Network Connectivity

- Grace Christian School 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.

4.7 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.

4.8 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.
- Students are allowed to load extra extensions/Apps on their Chromebooks. 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. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

4.9 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.

4.10 Software Upgrades

- 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.

5. RESPONSIBILITIES AND EXPECTATIONS

5.1 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.
- Ensure that siblings and other family members are not using the device for personal use.

5.2 School Responsibilities:

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able on campus.
- 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.

5.3 Students are responsibilities:

- Obeying all school rules concerning behavior and communication that apply to technology use.
- Use all technology resources in a responsible and ethical manner, as well as protecting the Chromebook from damage.
- 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.
- 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. Plagiarism is a violation of the Grace policies.
- 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.

6. CYBERBULLYING

Cyberbullying 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.

Refer to the Grace Christian School Family Handbook for further information and disciplinary process.

7. 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:

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.

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.

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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.

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

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 the information. I will use and abide by the fair use rules.

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.

8. DISCIPLINARY ACTION

As mentioned throughout this document, If a student violates any part of this agreement, the family handbook or school policies, he/she will be disciplined in accordance with our discipline policy. 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.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- 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 purchase music/unapproved apps.
- Logging in under your 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.
- Multiple damage instances caused by lack of care for the Chromebook.

PLEASE KEEP THIS PACKET FOR YOUR RECORDS