Red Creek Central Schools
Chromebook Handbook

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Red Creek Central Schools 1:1 Initiative

The Red Creek Central School District has implemented a program to provide mobile learning devices in the school. This initiative involves the use of Chromebooks and Google Apps for Education (GAFE) for Grades K-12. During this program, all students and staffwill be issued Chromebooks with predetermined applications installed, to be used at school and at home. Grades 6-12 will take devices home daily and elementary grades will bring devices home as needed, based on the assignments from the classroom teacher.

The goals for this program include:

- Increasing student and faculty productivity in and outside of the classroom
- Facilitating mobile learning across the school campus and beyond
- Capitalizing on the convergence of academic resources such as textbooks, scholarly sources, content rich media and best practices
- Promoting leadership in one's own learning by establishing access to educational resources and providing tools to craft information in ways that support specific content areas

In today's learning environment, students need to be able to develop skills applicable to the 21st century workplace, such as communication, collaboration, critical thinking and creativity. Immersing students in a more inclusive online learning community through Google Apps and the 1:1 initiative can help better prepare students today for jobs tomorrow. 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, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

Introduction to GAFE

Google Apps for Education (GAFE) is a cloud--based learning platform allowing teachers and students to create a range of documents & presentations online, create & share calendars, access assignment information, receive support & commentary from teachers within assignments & projects, and email within the district. GAFE offers many powerful online tools to enhance student learning while keeping the privacy and security of its users (your student) first.

What is GAFE?

- GAFE (Google Apps for Education) is not the same as Google for the regular consumer.
- GAFE is used by many of the world's leading education institutions, including universities, secondary and primary schools.
- GAFE is completely free for schools.
- GAFE does not contain advertising anywhere within it.
- Many GAFE apps, such as Google Docs and Gmail, are familiar to many students and parents.
- GAFE is a restricted domain. This means that whenever your student logs into his/her Red Creek GAFE account, he/she will be protected not only by the restrictions that the district has in place, but also by the privacy and security that GAFE has established. (For more information on privacy and security, see below.)

Introduction to Chromebooks

Chromebooks are laptop digital devices which run Chrome OS by Google as its operating system. They are online devices and have virtually no hard drive storage. Essentially they are web browsers, designed to be used to connect to the Internet. Chromebooks require most applications and data run in the cloud, or on remote web servers. Because of the reduced hardware they are relatively inexpensive in comparison to other laptops and PCs. To store or access personal files with a Chromebook, a user must have access to a school district facilitated Google account, which includes Google Drive. Chromebooks also have ports for SSD and USB drives for reading and storing files.

A Chromebook and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document. Users of district technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook,school network, or any school -issued applications and are given no guarantees that data will be retained or destroyed.

This equipment remains at all times the property of the Red Creek Central School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her privilege of using the Chromebook. The equipment will be returned when requested by the Red Creek Central School District at the end of the school year, or sooner, if the student withdraws from the District prior to the end of the school year.

Parent/Guardian Responsibilities

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that parent's or guardian's follow these guidelines to ensure the safe, efficient and ethical operation of this computer.

- Supervise use of the Chromebook at home.
- Discuss values and expectations regarding the use of the Internet at home.
- Supervise use of the Internet and email.
- Report any problems with the Chromebook to the school by emailing rctechsupport@rccsd.org
- Ensure the Chromebook charges nightly.
- Ensure the Chromebook is brought to school every day
- Ensure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Red Creek Central School District

Student Responsibilities

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, or anywhere the device is used, all policies of the Red Creek Central School District, particularly the Student Handbook, Code of Conduct and the Internet Acceptable Use Policy, will be followed, and all local, state, and federal laws will apply.
- Treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may be damaged or stolen.
- Do not lend the Chromebook to anyone, not even friends or family members.
- Do not remove District-owned programs or files from the Chromebook.
- Charge the Chromebook nightly so that it has a full charge at the start of school every day.
- Students are responsible for getting coursework done even if the Chromebook is not at school or is not charged.
- Bring the Chromebook to school every day. If the Chromebook is left at home for multiple consecutive days, parents may be called upon to bring the device in to verify possession and condition of the Chromebook.
- Email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- Keep all accounts and passwords assigned to me secure and will not share them with anyone.
- Do not attempt to repair the Chromebook. If it is not working properly, notify IT support staff, teachers, or administrators.
- Bring the Chromebook to IT support, teacher or administrator if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and device is available.

Internet Safety (iBoss/GoGuardian)

All devices issued by the Red Creek Central School District have multiple layers of content filtering in place at school and at home, or wherever the students can connect to the internet. The first layer is the iBoss content filter which assigns content by the user login through district created groups on the Red Creek internal network. The second layer of content filter is through a cloud based filter called GoGuardian, which integrates with GAFE and the Chromebooks to allow students to access a safe secure browsing experience wherever they are connected. Students always log in to the Chromebook using their Google Apps accounts and passwords, and may be asked to verify identity when connecting to the iBoss filter to allow a positive online experience.

Signout Process

Students and parents both need to sign the Chromebook policy provided at the end of the handbook before a device can be issued. Students will be assigned a device that will be their responsibility to protect and maintain throughout the school year. Each Chromebook is provided with an AC charger used to charge the batteries at home before arriving at school. Chromebooks are also equipped with a protective case to be used at all times.

End of Year Process

Students must return the district owned Chromebooks at the end of the school year, or if they are leaving the district for any reason. The device and case condition will be documented and devices will be cleaned and repaired if necessary. Students will retain the originally issued Chromebook until graduation, or until the device is scheduled for replacement as part of the device replacement cycle.

Chromebook Repair

Chromebook repair can only be completed by a member of the IT staff. All performance issues or damage must be reported to the IT staff immediately by the student, a teacher or faculty member. The device can be brought to the main office, library, or IT office (HS Room 130) for documentation of issues or damage. If the device cannot be repaired immediately, or IT staff is unavailable, a loaner device can be checked out from the library until repairs are made. Support requests can also be emailed to rctechsupport@rccsd.org.

Damage to Devices (table)

In the event that a Chromebook is damaged accidentally during normal use, the Red Creek Central School District will provide a loaner device while repairs are made. If a device is damaged beyond repair, arrangements can be made for a replacement device to be issued to a student, with parental consent. If damage is determined to be intentional or through gross negligence, students or parents will be billed for the cost of repairs. Each incident will evaluated on a case by case basis.

Incident	**1st Occurrence**	**2nd Occurrence**	**3rd Occurrence**
Broken/Cracked Screen	No Charge	$35.00	Full cost of replacement
Missing Keys	No Charge	$50.00	Full cost of replacement
Cracked/Broken Chromebook Body	No Charge	$100.00	Full cost of replacement
Lost/Damaged Charger	Full Cost of Replacement	Full Cost of Replacement	Full cost of Replacement
Lost Protective Case	Full Cost of Replacement	Full Cost of Replacement	Full cost of Replacement

Replacement Costs:

Acer R721T Chromebook	$235.00
Dell 3100 2 in 1 Convertible Chromebook	$260.00
Power Adapter	$35.00
Volume Cases Bubble II Case	$25.00

Using the chromebook

The Chromebooks are issued to students to enhance the online learning opportunities at the Red Creek Central School District and are intended for school use. Students should always abide by copyright laws when using the device and should not illegally download movies, music, pictures or images from the internet to their Chromebook.

The Chromebook should always have the volume muted during school unless otherwise directed by a teacher. Earbuds should be used to listen to materials, but only when authorized by a classroom or study hall teacher. All music should be school appropriate.

Inappropriate materials including, but not limited to, images of guns, drug use, nudity, pornography or gang related symbols stored on the device or in the GAFE account will result in disciplinary actions.

Individual teachers may have additional rules or restrictions to Chromebook use in the classroom.

Home Use

Students can access any files from their Google Apps account anywhere they have an internet connection, at home or in public places such as restaurants or libraries. Students should enable **Offline Access** in Google Drive by going to **Settings** and clicking **Enable Offline Access** to be able to complete work without an internet connection. Once this is done the device will automatically update any changes made as soon as it is connected to the internet.

Internet filtering is applied regardless of where the device is used.

Chromebook Care

Students and their families are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken or fail to work properly must be reported immediately to classroom teachers and/or building administration.

General Precautions

- Avoid eating or drinking next to your Chromebook

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook
- Students should never carry their Chromebooks while the screen is open, unless directed to do so by a teacher
- Students are encouraged to personalize their Chromebook protective cases with stickers, labels, etc. that are deemed school appropriate by teachers and administration. Adhesives must NOT be attached to the actual Chromebook housing itself
- Chromebooks must never be left in an unlocked car or any unsupervised area
- Students are responsible for charging their Chromebook's battery every day
- Chromebooks should always be transported in their protective cases

Screen Care

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

- Do not lean or press on the top of the Chromebook when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils).
- Clean the screen only with a soft, dry, anti-static cloth or LCD screen cleaning wipes.
- Do not use any chemical cleaners on the screen as it will deteriorate the surface over time.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. in order to avoid accidental damage.

Chromebook charging

Chromebooks should be fully charged before school begins. A limited number of charging stations will be available in the main office and the library, but students will need to leave the device with staff and report to class. If outlets are available in the classroom students may charge device with the power adapter provided to them. If they do not have a power supply, they will need to charge in the library or office where extra power supplies will be available. It is the responsibility of the student and not the district or classroom teacher to charge the device and if a student repeatedly comes to school without charging, contact Mr. Wallace or Mr. Robbins to arrange for a meeting with the student to review expectations and responsibilities.

Chromebook cases

Each student will be provided with a protective case with storage for the power supply. Chromebooks should not be transported without the case. If a student needs to move in a classroom, the screen should always be closed and the device unplugged from the power adapter before moving. Each case will have an identification card with device tag number and student name on it. It is the responsibility of the student to maintain the integrity of the ID card and request a replacement from the IT office if the card is lost or damaged.

Chromebook Identification

Each Chromebook will have an asset tag number and a student name and grade level attached to the device. These ID tags are not to be removed for any reason, unless it is done by IT staff.

Logging in

Students will log in to the Chromebook using the district provided Google Apps for Education Account and the password that they have created. Google Apps requires a secure password of at least 8 characters and a combination of upper and lower case letters, numbers and symbols. The password used will also be used to log in to the district computer network in labs or classrooms. Students should never share account details and passwords to ensure that data integrity and security is maintained.

Google Apps for Education

Create, edit, and collaborate with others on documents with Google. With Google Apps you can create new documents or edit any that were created on the web or on another device, share documents and work together with others in the same document at the same time, add and respond to comments and never worry about losing your work -- everything is automatically saved as you type.

Drive: Store, create and share all of your files and folders from one location that is available on any device

Docs: Open, edit, and save Microsoft Word documents or create new documents

Slides: Open, and edit, or save Microsoft PowerPoint files with the Chrome extension or app and convert PowerPoint files to Google Slides and vice versa.

Sheets: Create and share spreadsheets and access them wherever you go, from any device. Plus, you can open and edit other spreadsheets without any special software.

Sites: Create, share and publish websites and web portfolios

Forms: Collect information, get instant feedback, produce surveys or quizzes

Classroom: Manage all documents and assignments in one place.

Other Apps

Khan Academy: Learn for free about math, art, computer programming, economics, physics, chemistry, biology, medicine, finance, history, and more.

Kami: Kami is an online document annotation and markup tool. You can highlight, underline, and strikethrough text in PDF and other document formats. You can also add text boxes, shapes, and images. Kami works with Google Drive and Google Classroom.

Sora: SORA is the student reading app for OverDrive. SORA provides access to ebook and audiobooks from your school and public library.

Apps and extensions cannot be downloaded directly from the Chrome Web store, but teachers will be able to provide access to useful apps that will be used in individual classrooms.

Appendix A

Parents Bill of Rights

In accordance with Education Law Section 2-d, the Red Creek Central School District hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents/legal guardians.

1. A student's personally identifiable information cannot be sold or released for any commercial purposes;

2. In accordance with FERPA, Section 2-d and Board Policy 72400 Student Records: Access and Challenge, parents have the right to inspect and review the complete contents of their child's education record;

3. The District has the following safeguards in place to protect student data, including personally identifiable information stored or transferred by the District. a. All databases that have student information are protected by a secure password and login. These logins are monitored and kept up to date; b. Student information is only accessible by those that are deemed warranted of having the information.

4. The New York State Education Department collects a number of student data elements for authorized uses. A complete list of all student data elements collected by the State is available for public review from the State Education Department. Websites and mailing addresses will be made public when they become available.

5. Parents have the right to submit complaints about possible breaches of student data or teacher or principal APPR data.

Appendix B

Red Creek Central School District Computer Acceptable Use Policy For Students

The following actions constitute a violation of the RCCSD Acceptable Use Policy:
1. Using the DCS (District Computer System) to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
2. Use of obscene or vulgar language.
3. Harassing, insulting, or attacking others.
4. Damaging, disabling, or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
5. Using unauthorized software on the DCS.
6. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
7. Violating copyright law.
8. Employing the DCS for commercial purposes, product advertisement or political lobbying.
9. Disclosing an individual password to others or using others' passwords.
10. Transmitting material, information or software in violation of any District policy or regulation, the school behavior code, and/or federal, state and local law or regulation.
11. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

Acknowledgement:
I have read and understand each section of the Chromebook handbook as provided by the Red Creek Central School District

Student's Name (Please Print)

_____

Student Signature:

_____

Parent or Responsible Party Name (Please Print)

_____

Responsible Party Signature:

_____

Student Grade Level: _____

Date: _____

Please return this page to the building office. A Chromebook will not be provided for a student without a signed acknowledgement.