



Canandaigua
City School District

Chromebook Handbook

Revised 2/28/2018

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Expectations

Our Vision Statement

The Canandaigua City School District will lead and inspire a community of learners to fulfill their academic and creative potential.

The CCSD provides grades 6-12 students with an assigned device for educational use at school and home. The district has identified three central goals of this initiative:

1. Shift instructional practice to be student centered
2. Differentiate learning to meet the needs of all students
3. Extend learning beyond the classroom walls.

We believe personal technology enables students to have continuous access to an array of educational programs and tools. Participation requires students to make responsible decisions. Students are expected to use assigned devices in a safe and responsible manner.

We require students and parents to read this document carefully. Appropriate and responsible use is expected of all users. Students must use assigned devices in accordance with the following agreement as well as the policies and procedures in the CCSD Technology Acceptable Use Policy, Student Code of Conduct and any applicable laws.

Chromebook Lost, Stolen or Damaged

Students, with the support from their parents/guardians, are responsible for any repair or replacement costs in the same way they would be responsible for any other damaged or lost school property, such as textbooks. Repairs due to faulty parts will be repaired at no cost to the student.

Chromebook Protection Plan

Currently, families have the option to purchase the district's Chromebook Protection Plan to offset cost due to damage, loss, or theft. The plan will offset the cost of the repair or replacement of a Chromebook due to accidental damage, loss, or theft. The Chromebook Protection Plan does not cover damage or loss due to dishonest or deliberate acts determined by a school administrator investigation.

- ★ **Important Update** - By the decision of the administration, this Protection Plan is going to be phased out over time. If you purchased the plan in the 2017-2018 school year your student's Chromebook will be covered for the years purchased. If you purchase this plan during the 2018-2019 school year it will be for maximum of 2 years protection, and if purchased during the 2019-2020 school year it will be for a maximum of 1 year protection. Starting with 2020-2021 school year the Chromebook Protection Plan will, tentatively, be discontinued with a change in the damage, lost, and stolen fees. This change will be announced to the student, parent/guardians before implementation.

With this update, the Chromebook Protection Plan base fee is \$5 per year (2017-18: Maximum 3 years, 2018-19: Maximum 2 years, 2019-2020: Maximum 1 year).

- With the Protection Plan coverage, a student's **Chromebook damage** has a deductible of \$20 for each occurrence.
 - This \$20 must be paid before the repaired device is returned to the student.
 - The student will be required to check in/out a loaner device daily until their device is returned.
 - This deductible includes the loss or damage of the charger.
- With the Protection Plan coverage, a student's **lost or stolen Chromebook** has a deductible of \$50 for each occurrence.
 - This \$50 must be paid with a copy of a filed police report before replacement device is issued to the student.
 - During this time the student will be required to check in/out a loaner device daily
- The Chromebook Protection Plan expires following 6 repair incidents or 2 replacements incidents.

Without the purchase of the Chromebook Protection Plan,

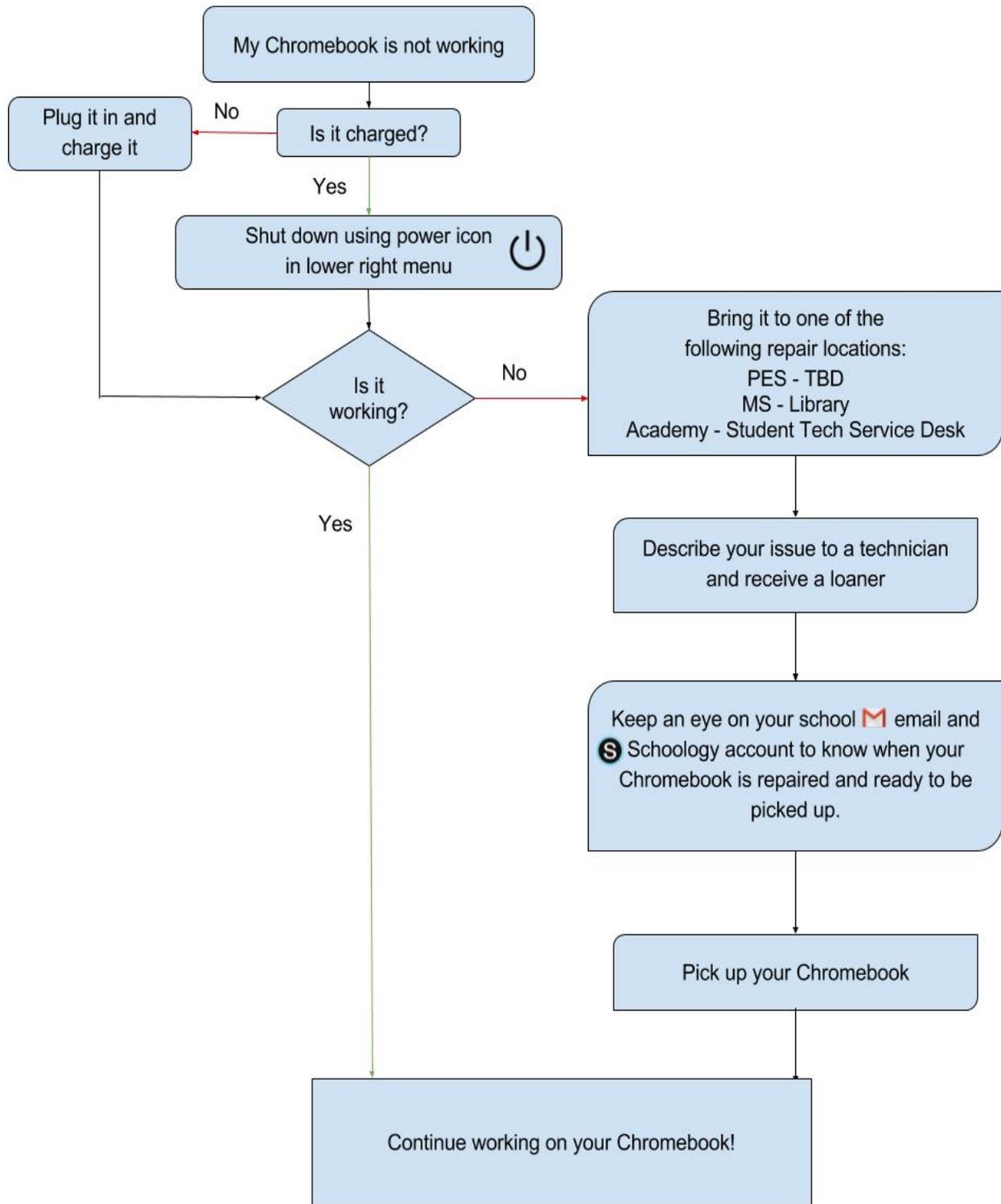
- A student's **Chromebook damage** will result in a fee of \$40 for each occurrence.
 - This \$40 must be paid before the repaired device is returned to the student.
 - The student will be required to check in/out a loaner device daily until their device is returned.
 - This deductible includes the loss or damage of the charger.
- A student's **lost or stolen Chromebook** will result in a fee of \$100 for each occurrence.
 - This \$100 must be paid with a copy of a filed police report before replacement device is issued to the student.
 - During this time the student will be required to check in/out a loaner device daily.

Repairs

If your Chromebook is in need of repair, it should be brought to one of the following locations as soon as possible:

Academy - Student Technical Service Desk
 Middle School - Library Circulation Desk
 Primary/Elementary - {TBA}

- The district will repair or replace damaged equipment resulting from normal use at no cost you. You will receive a "loaner" Chromebook while their device is being repaired. The loaner must be returned once your device is ready for use.
- All breakages through user negligence requiring a replacement part, not due to manufacturing issues, will require a deductible to be paid. This will be your responsibility to pay.
- Your District-owned Chromebook should never be taken to an outside computer service for any type of repairs or maintenance.



Security

Canandaigua City School District makes the safety of each student a top priority. We have several systems and tools in place to ensure that our students can access as much of the valuable information on the Internet and as little of the inappropriate content as technically and humanly possible.

Keeping your information secure is incredibly important, and requires a shared effort between yourself and the school district's IT policies and practices.

Passwords

The single most important step you can take to make sure that your information stays secure is utilizing a password which is not easy for someone else to guess. Also, it is of utmost importance that you never share your password with anyone. Additionally, it is strongly recommended that you consider changing your password frequently.

The password should be:

- At least 8 characters in length
- Case Sensitive
- Contain letters AND numbers or special characters
! @ # \$ % ^ & ; * - + ? ~ . | =

Physical Security

Securing your personal information also requires a level of physical security. You should always be aware of where your Chromebook is. Additionally, at no time should your Chromebook be left unattended while you are logged on to it. Always turn off or log off before leaving your Chromebook unattended.

Internet Filtering

We manage all district owned Chromebooks using Google's management console. This helps us configure each one to run through our content filtering system regardless of time or place. The filtering works the same whether the student is at school or at home due to the installation of a small program on the Chromebook to validate that sites are appropriate before allowing the student access.

CCSD complies with all CIPA and COPPA.

GoGuardian Teacher

CCSD utilizes GoGuardian software to support our efforts in student internet safety and classroom management. GoGuardian is a Chromebook monitoring tool that allows staff to better monitor student computing as well as enhance classroom instruction time. GoGuardian has been loaded on all student Chromebook owned by CCSD.

GoGuardian allows CCSD to:

- Protect and oversee student web activity.
- View and monitor student Chromebook screens during a live session, in class, on teacher computers, as well as disable browsing and darken screens for “eyes-up-front” focus during lessons.
- Guide and assist students by remotely opening or closing tabs.
- Explore previous sessions to see student activity.

Distribution & Repossession

Chromebooks will be assigned to students for three (3) years before they will be replaced with a new Chromebook. Students will keep their Chromebook for the duration of the 3 years including the summer break. Students will then complete a training on the basic features of the Chromebook during initial distribution of their Chromebooks as well as receive information on where to go if they need technical assistance.

Students are not required to return the Chromebooks and chargers at the end of the school year unless the student is:

- Graduating from the Academy.
- Leaving the school district.
- Informed by the school to return them.

How do I receive my Chromebook if I’m a new student?

The student’s counselor will set up a date and time on their first day of enrollment in the district to receive both their Chromebook and charger as well as take training on Chromebook use.

What do I do if I’m leaving the school district?

Students that are leaving the school district are required to return their Chromebook and charger to either their school counselor or the main office in their building. If a student doesn’t return both the Chromebook and charger the parent/guardian will be held responsible for full payment.

Ownership of Hardware and Data

Chromebooks and chargers are property of CCSD. Students are expected to use them in compliance to the district’s acceptable use policy. Each Chromebook is inventoried allowing the school district to know which student is assigned a specific device. Under no circumstance should a student tamper with either the Chromebook service tag or the CCSD tag.

All students are set up with computer accounts that are linked to Google when they enroll in the school district. This account will be used to log in to the Chromebook as well as any computer in the district. Students are expected to keep their account information private. Any work that is done by students should be saved in their Google drive and can be accessed from any device that has access to the internet.

What happens to my files when I graduate or leave the district?

Students that are either graduating or leaving the district are encouraged to backup all files to their own personal Google account or own personal computer. Students Google accounts will be suspended upon departure from the school district and they will no longer have access to files saved in them.

Responsibilities

Caring for Your Device

- ***The device is district property*** and all users must follow all district and school policies and procedures.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- Students are responsible for arriving at school with a fully charged device.
- Damaged devices or devices failing to operate properly must be given to the IT Department for an evaluation and/or repair.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, in an unlocked locker, unlocked car, and unsupervised area or in extreme temperatures.
- Only labels, decals, stickers approved by CCSD may be applied to the device.

Carrying Device

- Chromebook does not come with a protective case. Student can provide a protective case to help protect the Chromebook.
- Never carry the Chromebook with the screen open.

Screen Care

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device when closed and placing objects in a book bag in such a way that would apply pressure to the screen.
- Do not store your pencil, pen or any object in the keyboard area. If you close the Chromebook with an object on the keyboard, you will likely crack your screen.
- Only use a clean, soft cloth to clean the screen—no cleansers of any type.
- The device must not be bumped against lockers, walls, car doors, floors, etc. as it will break the screen.
- Open the screen from the middle, not the sides, to prevent screen breakage.

Caring for Your Device at Home

- The power cord/charger should remain at home.
- Charge the device fully each night.
- Store the device on a desk or table- never on the floor!
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets
- Do not leave the device in a vehicle.

What is Digital Citizenship?

- Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology.
- The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.
- The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

District Responsibilities

- The school will provide Internet and email access to students.
- School staff will help students ensure compliance with the district's Acceptable Use Policy.
- CCSD reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via CCSD-owned equipment and resources.

Student Responsibilities

Students will abide by the district's *Acceptable Use Policy* and:

- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.

Parent/Guardian Responsibilities

- Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- All district-issued devices utilize Internet filters that are enabled at school, at home, and anywhere else a student might use their device. Parents are encouraged to monitor student activity at home, especially their Internet use.

Suggestions

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.
- The parent/guardian should monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Appropriate Content

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior
- Glorification of violence

Health Tips for Parents

The average child in the US now spends an average of 7 hours a day using computers, cell phones, televisions and other electronic devices. As screen and electronics time increases, time spent on exercise and family activities typically decreases. An increase in screen time has been shown to be linked to an increase in obesity rates.

So here's what you can do to help keep your child safe and healthy as he or she ventures into this new world of electronic education.

- Limit the amount of time that your child is using the computer outside of schoolwork. The AAP recommends limiting total screen time to two hours daily.
- Be aware of what your child is using the computer for. Know what Internet sites he is visiting and what he is doing on those sites.
- Keep the bedroom as a screen free area. No televisions, cell phones or computers need to be in a child's bedroom, especially at night.
- Encourage your child to get plenty of exercise daily.
- Above all, talk with your child. Discuss what she is doing with her new computer and discuss things that have absolutely nothing to do with computers. Just talk!

Additional articles

Healthy Habits for TV, Video Games, and the Internet by <http://kidshealth.org>

Turn Off the TV or Computer and Get Active by

Copyright and plagiarism

Students are expected to follow all copyright laws as outlined in *Fair Use Doctrine of the United States Copyright Law (Title 17, USC)*. The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's' work without crediting the source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Cyber-Safety Tips

Open communication with your child is vital. Your child needs to feel they can come to you if they encounter frightening communications or images.

- **Set age limits** - Keep young children away from any unaccompanied chatting.
- **Understand the technology** - Open an account yourself, and get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.
- **Model good video chat behavior.** Show children how to be polite and respectful, and let them know that's the behavior you expect when they're video chatting with their friends.
- **Use privacy settings.** Just like other communication tools like Facebook and Yahoo Messenger, most video chat programs come with privacy settings.
- **No inappropriate activities.** You can use parental controls through your Internet provider to restrict what sites your children can visit.
- **Set time limits.** With any online activity, be sure to tell your children how long they will have to engage in these activities.

Email, IM and Chat Rooms—Help children stay safe online

- Know who your child is communicating with online.
- Open a family email account to share with younger children.
- Teach your child never to open emails from unknown senders and to use settings on IM programs to block messages from people they do not know.
- Be aware of other ways your child may be going online—with cell phones, devices or from friends' homes or the library.
- Tell your child not to share passwords with anyone but you to help avoid identity theft and cyber bullying.
- Familiarize yourself with popular acronyms at sites like www.netlingo.com and www.noslang.com.

Help protect children against inappropriate content

- Use the NetSmartz Internet Safety Pledges to set clear guidelines for going online.
- Report the sexual exploitation or online enticement of a child to www.cybertipline.com.

Teach Your Children the Following Rules

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Do not post photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyberbullying to an adult. (Cyber bullying refers to the practice of using technology to harass, or bully, someone else).