



East Guernsey 1:1 Program Procedures and Information

The mission of the East Guernsey 1:1 program is to create an exciting collaborative learning environment on the front lines of 21st Century Education. This program will give East Guernsey the ability to implement the 4 C's of 21st Century learning: Communication, Collaboration, Critical Thinking and Creativity. This environment will enable students and staff to implement the use of technology while enhancing student engagement with content.

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1. General Information

1.a Receiving Your Chromebook

- ❖ Chromebooks will be distributed beginning of the school year.
- ❖ Parents/Guardians and students **MUST** sign and return the district's Acceptable Use and Internet Safety Policy (AUP) and 1:1 Agreement before Chromebooks will be issued.

1.b Returning Your Chromebook

- ❖ Chromebooks will be returned to the IT department by the end of the school year during the school day. They will be serviced, maintained and stored for the summer.
- ❖ If a student transfers out of the district before the end of the year, the case, charger and device must be turned in to the IT office by the date of withdrawal.

2. Taking Care of Your Chromebook

- ❖ Students are responsible for the general care of their Chromebooks. Chromebooks that are broken or fail to work properly must be turned in to the East Guernsey IT staff immediately so they may be repaired properly. ***DO NOT take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

2.a General Precautions

- ❖ No food or drink is allowed next to a Chromebook while it is in use.
- ❖ Chromebooks are not to be taken to lunch.
- ❖ Never move a Chromebook while the charger is plugged in.
- ❖ Never store a Chromebook in its case while it is plugged in.
- ❖ **Never carry a Chromebook while the screen is open.**
- ❖ Removable media, chargers and other cables must be inserted into to the Chromebook carefully.
- ❖ Students are not permitted to write or use stickers on a Chromebook or its cover.
- ❖ EGLSD ID tags are **NOT** to be removed from Chromebooks and must be visible at all times.
- ❖ Chromebooks should never be left in a vehicle or other unsupervised area.

2.b Carrying Chromebooks

- ❖ Transport Chromebooks with care.
- ❖ Lids should always be closed before moving a chromebook.
- ❖ **Never** move a Chromebook by lifting the screen. Always support the chromebook from the bottom with the screen closed.
- ❖ When transporting Chromebooks outside of classrooms, the device must be in its case.

2.c Screen Care

- ❖ Do not lean or put pressure on the top of the Chromebook when the lid is closed.
- ❖ Do not store the Chromebook with the screen in the open position.
- ❖ Do not poke or touch the screen with anything that will mark or scratch it.
- ❖ Do not place anything on the keyboard before closing the screen.
- ❖ Do not use cleaners or other chemicals to clean the screen. Use a microfiber cloth and gently wipe the screen.

3. Using Your Chromebook at School

- ❖ Chromebooks are intended for use at school each day, but they may be taken home for use on school assignments.
- ❖ Students are responsible for being prepared and bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

3.a Chromebooks left at home

- ❖ If a student leaves his/her Chromebook at home, he/she will be allowed to phone his/her parent/guardian to bring it to school.
- ❖ If unable to contact parents, the student will have the opportunity to use a replacement/loaner Chromebook for the day (if one is available).
- ❖ Replacement/Loaner devices **MUST** be turned in by the end of the school day.
- ❖ Repeat violations of this policy will result in disciplinary action.

3.b Chromebooks under repair

- ❖ Loaner Chromebooks may be issued to students when they leave their device to be repaired.
- ❖ Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student.

3.c Charging Your Chromebook

- ❖ Chromebooks must be brought to school fully charged.
 - Students need to charge their Chromebook each evening.
- ❖ Students who do not have a charged Chromebook may sign out a loaner Chromebook during homeroom, if one is available. Repeat violations of this policy will result in disciplinary action.
- ❖ Students may charge Chromebooks in the Buckeye Trail High School Internet Lab and multipurpose room during study hall.

3.d Backgrounds and Passwords

- ❖ Inappropriate media may not be used as a screensaver or background. This includes, but is not limited to: guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang related symbols or pictures, etc.
- ❖ Protect your password. **DO NOT share your password.**

3.e Sound, Music, Pictures

- ❖ Sound must be muted at all times unless permitted by a teacher or other staff member for instructional purposes.

- ❖ Pictures, music and video take up large amounts of storage space. Local data storage on Chromebooks is limited. These types of media should not be stored on a Chromebook unless it is for educational purposes.
- ❖ Headphones may be used at the discretion of the classroom teacher.

3.f Printing

- ❖ Students may use approved building network printers for classroom purposes only with teacher's permission or during study hall or breaks. Printers are located in the computer lab, study hall/multipurpose room, library, and office.
- ❖ It is encouraged to use the digital printing options available or a documents Share option to help reduce printing expenses.
- ❖ Printing is done through Google Cloud Print. Students may use their home printer with this service.

3.g Account Access

- ❖ Students will only be able to login using their **@eguernsey.k12.oh.us** account.

3.h Home Internet Access

- ❖ Students are encouraged to connect to their home internet to work on school projects.
- ❖ Content at the District is filtered through our ISP (Internet Service Provider). We also have software in place to filter specific websites. We do not filter your home Internet. If parents/guardians are interested in having their home Internet content filtered they are encouraged to contact their ISP.

4. Managing and Saving Your Digital Work

- ❖ Google Drive is a suite of online products (Word processing, presentations, spreadsheets and drawings) that lets you work on them in real time with collaborators. You can then email or share them with staff and students.
- ❖ With a wireless Internet connection, you can access your documents from any browser anywhere in the world.
- ❖ All items will be stored in the Google Cloud environment.
- ❖ When working on documents in the Google environment, they save every 2.6 seconds. Meaning, if for any reason your Chromebook shuts down unexpectedly, your work will be automatically saved.
- ❖ The EGLSD network can't be guaranteed to be up and running 100% of the time. Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc.

5. Operating System On Your Chromebook

5.a Updating Your Chromebook

- ❖ When your Chromebook boots up, it updates itself automatically, so it has the latest version of Chrome OS without you having to think about it.

5.b Virus Protection

- ❖ With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- ❖ Since files are stored in the cloud, there is no need to worry about lost documents and files.

5.c Additional Software

- ❖ The Apps/Extensions originally installed by the East Guernsey IT department must remain on the device to be easily accessible at all times.
- ❖ From time to time the East Guernsey staff may check a student's Chromebook to make sure the student has not removed required apps or extensions.
- ❖ Students will have limited access to the Chrome Web store. **Students will only be allowed to download and install district IT Department approved apps/extensions.** If a student can make the case as to the educational importance of an unapproved app, the district may then approve the app/extension for download.

5.d Procedure for Re-Loading Software

- ❖ If technical difficulties occur with software on the Chromebook, hold down the power button until the displays shuts off. You may then restart the Chromebook by pressing the power button again. This will fix 90% of the issues that may arise with Chromebooks.

6. Additional Responsibilities and Expectations

6.a Parent/Guardian Responsibilities

- ❖ Talk to your children about values and standards they should use and follow on the Internet. The Internet is a very public place; privacy should not be expected.
- ❖ Assure siblings and other family members are not using the device for personal use.
- ❖ You should monitor your child's Internet use at home.

6.b School Responsibilities

- ❖ Provide Internet and Online Course Materials access to its students in the district.
- ❖ Provide Internet filtering on the district network.
- ❖ Chromebooks will be treated like other district owned computers and property: The district reserves the right to review, monitor and restrict information stored on or transmitted via EGLSD owned network and equipment.
- ❖ Technical Support - including repairs and training

6.c Student Responsibilities

- ❖ Use computers in a responsible and ethical manner.
- ❖ Obey general school rules concerning behavior and communications that apply to the use of technology.
- ❖ 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 East Guernsey Local School District Code of Conduct and is not allowed.
- ❖ Use or possession of hacking software or hardware is strictly prohibited.
- ❖ If a student receives an email containing inappropriate or abusive language or material, the student should make a teacher or administrator aware immediately.
- ❖ Personal devices such as phones, tablets, and laptops are not to be used during classes unless arranged with the teacher.

7. Chromebook Care

7.a Care and Maintenance

- ❖ Chromebook batteries must be charged each night to be ready for school each day.
- ❖ Only labels or stickers approved by the EGLSD may be applied to the device.
- ❖ Chromebook sleeves furnished by the district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- ❖ Chromebooks that malfunction or are damaged must be reported to a teacher or administrator immediately.
- ❖ Chromebooks that are stolen must be reported immediately.
- ❖ Chromebooks damaged from student misuse, neglect or are intentionally damaged will be repaired with the cost being covered by the student.

7.b Chromebooks Left in Unsupervised Areas

- ❖ Under no circumstances should Chromebooks be left in an unsupervised area.
- ❖ Any Chromebook left unsupervised is in danger of being stolen.
- ❖ If an unsupervised Chromebook is found, notify a staff member immediately.
- ❖ **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

7.c Chromebook Identification

- ❖ Chromebooks will be identified by EGLSD label, serial number and student accounts.
- ❖ Only approved labels and tags are permitted to be used on the Chromebook.

8. Chromebook Technical Support

- ❖ Technical support will be available at East Guernsey.
- ❖ Services provided include (but are not limited to):
 - Hardware maintenance and repairs
 - Password Resets
 - User account Support
 - Coordination and completion of warranty repairs
 - Distribution of loaner/replacement devices
 - Questions and inquiries
 - **ALL REPAIRS must be completed by the EGLSD IT Staff only.**

9. East Guernsey 1:1 Points to Remember

- Students are responsible for general care of their Chromebooks.
 - Do not poke or touch the screen with anything that will mark or scratch it.
 - Do not lean or put pressure on the the top of the device when the lid is closed.
 - No food or drink is allowed next to a Chromebook while it is in use.
 - Chromebooks are not to be taken to lunch.
 - Students may not write on or use stickers on a Chromebook or its cover.
 - East Guernsey tags are not to be removed.
 - The Chromebook lid should always be closed before moving the device.
 - Do not lift a Chromebook by its screen or carry it with the screen open.
 - Never move a Chromebook while the charger is plugged in.
 - Never store a Chromebook in its case while the charger is plugged in.
 - Chromebooks are to be carried in cases when not in use.
 - Chromebooks are not to be left in unsupervised areas.
 - Do not use cleaners or other chemicals to clean the screen. Use a microfiber cloth and gently wipe the screen.
 - Apps/Extensions on the Chromebook when it is received must remain on the device. Only district approved apps/extensions may be downloaded or installed.
 - Chromebooks are district owned property and their use may be reviewed , monitored or restricted.
 - Inappropriate media may not be used as a screensaver or background.
- Only East Guernsey IT staff may repair or perform any type of maintenance on a Chromebook.
- Chromebooks may be taken home for school use. However, students are responsible for bringing their Chromebooks to class and keeping them charged.
- Some charging stations will be available at East Guernsey. However, Chromebooks should be charged at home in the evening.
- “Loaner” Chromebooks will be available on a limited basis. Students who do not bring their Chromebooks to class or keep them charged on a repeated basis will receive disciplinary action.
- Students are not to share passwords.
- Students may only login through their **eguernsey.k12.oh.us** account.
- Technical support is available through the Chromebook Help Desk on the East Guernsey website.
- Chromebooks must be returned to the school at the end of the school year or when the student withdraws.

East Guernsey - 1:1 STUDENT AGREEMENT

PLEASE SIGN AND RETURN TO SCHOOL BY *January 15th, 2015*

I have read and agree to abide by the terms of the East Guernsey 1:1 Program. Should I commit any violations or in any way misuse my access to the School District's computer network, technology equipment, or the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Student Name (Print Clearly)

Home Phone Number

Student Signature

Date

Address (Print Clearly)

Place an "X" in the correct blank: I am 18 or older _____. I am under 18 _____.

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

PARENT OR GUARDIAN AGREEMENT

To be read and signed by parents or guardians of student who are under 18:

As the parent or legal guardian of the above student, I have read the 1:1 Policy manual and agree that my student shall comply with the terms of the School District's 1:1 Program. I understand that access is being provided to students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my student is responsible for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, School District, and Data Acquisition Site that provides the opportunity to use the School District's computers and Internet access against all claims, damages, losses, and cost of whatever kind, that may result from my student's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my student's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my student to use the building approved account to access the School District's computer network, technology equipment and the Internet.

Devices damaged from student misuse, neglect or intentional damage will be repaired with the cost being covered by the student.

Parent or Guardian Name(s) (Print Clearly)

Home Phone

Parent or Guardian Signature

Date