

# **Chromebook Program: Procedures & Policy**

**Faith Islamic Academy**

**2015-2016**



A digital copy of this policy is available online at [www.faithislamicacademy.org](http://www.faithislamicacademy.org).

**\*\*All parents and students must SIGN the CONTRACT AT END OF HANDBOOK and RETURN to school IMMEDIATELY so that your student(s) will be able to participate.**

# FIA Chromebook Program

## ABOUT

The focus of the Chromebook Program at FIA is to continue the preparation of students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. At FIA, Chromebooks will be used as the primary technology tool integrated into the classroom. In addition to being a tool of efficiency and enhancement, the individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for future schooling and the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Additionally, Chromebooks will be used for any computer based state testing at FIA in the future.

The procedures, policies, and information contained in this document apply to all Chromebooks, desktop computers, iPads, and any other device the Administration considers to fall under the umbrella of this policy. Administrators and teachers may set additional requirements for computer use at school or in their classrooms.

**Note: In order for Chromebooks to go home, they need additional third party products that are currently not available on FIA Chromebooks. As a result, students will not be allowed to take Chromebooks home.**

## PROCEDURES

### Pre-K – Grade 5

Teachers will sign out Chromebooks for use in their individual classrooms, on an as needed basis.

### Grades 6-8

- Students are assigned a Chromebook and provided with a Chromebook Protective Pouch (both the device and pouch are labeled with student's name).
- Students will pick up their Chromebook in the morning from the Chromebook Cart and place inside their pouch.
- Students are responsible for bringing their Chromebooks to all of their classes.
- Chromebooks are intended for use at school each day and ONLY for school related work/assignments, as directed by teachers.
- At the end of the day, students will return their Chromebook to its properly assigned slot in the Chromebook Cart.

***\*Slide Chromebook into slot with the round yellow charging port appearing on the outside bottom of the device. Then, connect charger if needed.***

- Students will be responsible for monitoring the battery on their device and plugging the charger into the device when charging is needed.
- Students will be responsible for taking proper care of their Chromebooks. **See Rules for Taking Care of Chromebooks section.**

# **TIPS FOR USING CHROMEBOOKS**

A Chromebook is a hybrid device, combining aspects of a laptop and tablet, in one device. Like tablets, Chromebooks do not operate on a Windows platform and are used by accessing various applications.

## **Managing Files and Saving Documents on Google Docs**

Students will be logging into FIA's Google Apps for Education domain and saving documents in their drive or as specified by the classroom teacher.

The application most commonly used in place of: Microsoft Word is Google Docs; Microsoft Excel is Google Sheets; PowerPoint is Google Slides. Using these applications, students work will also be automatically saved. Using any internet browser, students can log into their individual Chrome accounts and go into an application to view all their recent work or create new documents.

FIA makes no guarantee that the Internet will be up and running 100% of the time. In the rare case that the Internet is down, the school will not be responsible for lost or missing data.

## **Printing**

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Digital submission will slowly be implemented more often, as the year progresses.

*At Home:* Students may save their work done in school on USB's or in Google Drive for access at home and for printing.

## **Software on Chromebooks**

All software and apps on the Chromebooks will be installed and managed wirelessly through the school. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed wirelessly as they are recommended and approved by teachers and site administrators.

Note: Virus protection is unnecessary on the Chromebook due to the unique nature of its design. Students have been granted permission to customize their background and screensavers.

# POLICIES

## Rules for Taking Care of Chromebooks

Students are responsible for the general care of the Chromebook that was issued to them by the school or provided in class. Chromebooks that are broken or fail to work properly must be returned and reported to the Computer Studies teacher as soon as possible.

The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen. Protect the Chromebook screen by following the rules below:

- Close the Chromebook screen before moving device, unless directed to do so by a teacher.
- 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.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, usb's, etc).
- Clean the screen with a soft, dry cloth or anti-static cloth—**nothing wet**.

Additional rules for Chromebook use:

- Do not bump the Chromebook against lockers, walls, floors, etc. as it will eventually break the screen.
- No food or drink is allowed next to your Chromebook while it is in use.
- To conserve battery life, students must sign out and shut down Chromebooks in between uses.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Faith Islamic Academy.
- Chromebooks must never be left in any unsupervised area.
- **Absolutely no Chromebooks allowed overnight in lockers or anywhere outside of Chromebook Cart.**
- Students may be selected at random by teachers or administrators to provide their Chromebook for inspection, for damages or misuse.

***Failure to comply with the General Policies listed above will result in:***

- Loss of Chromebook use for 1-5 days.
- Repeat violations will result in loss of Chromebook use for 2-6 weeks.
- Loss of Chromebook use for the year.

## **Lost/Damaged Chromebooks**

For any Chromebook lost or damaged due to student negligence, misuse, or on purpose, a bill to cover the cost of replacing the device will be sent to the parents.

## **Acceptable Use**

Faith Islamic Academy is pleased to be able to offer the use of Chromebooks and computers, which provide the necessary programs required by classes. To gain access to these resources, students and parents must sign and return the Acceptable Use Policy to school. Technological tools are provided to enhance educational goals and objectives; it is inappropriate for students to access materials that are not considered educational or to use provided hardware beyond its educational intent. For this reason, it is extremely important that the school's Acceptable Use policies be followed. Misbehavior could result in temporary or permanent loss of access to any/all technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

The use of Faith Islamic Academy's technology resources is a privilege, not a right. The privilege of using the technology resources provided by FIA terminates when a student is no longer enrolled at FIA. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. FIA's Code of Conduct shall be applied to student infractions.

# **User Terms and Conditions**

## **User Accounts**

User accounts are considered the property of the school. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

## **Cyberbullying**

- Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." --Bill Belsey, President of Bullying.org.
- Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cellphones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.
- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- Students, who believe they have been the victims of such misuse of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the Principal.
- School administrators shall fully investigate all reports of Cyberbullying.
- In situations in which Cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.
- Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

- Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or expulsion for verified perpetrators of Cyberbullying. Discipline for Cyberbullying will be handled on a case-by-case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

### **Student Responsibilities**

- Using computers in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Use of any information obtained via FIA's designated Internet System is at your own risk. FIA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Parent/Guardian Responsibilities**

- Review and discuss with your student(s), all sections of the ***FIA Handbook: Procedures and Policies***, including the *Student Responsibilities* section.
- Remind students of the rules and responsibilities related to technology use.
- Awareness of all Computer Chromebook policies, including those related to violations and consequences.

# Faith Islamic Academy

## CHROMEBOOK TECHNOLOGY PLEDGE

### Student Pledge for Chromebook Use:

I, \_\_\_\_\_, (print student's name) agree to the following conditions:

1. I will follow all of the policies and regulations included in the *FIA Chromebook Program: Procedures and Policy* handbook.
2. I will report any case of theft, vandalism, and other acts to a teacher or principal.
3. I agree to comply with any consequences resulting from my violating of the *Chromebook Program: Procedures and Policy* handbook.

### Parent Pledge:

I, \_\_\_\_\_, (parent's name) recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the Chromebooks. I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession. I hereby give permission to allow my child to use a Chromebook at school.

### Internet Publications:

FIA may in the future wish to publish videos and pictures of the students in various school activities on the internet (including the FIA website, teacher blogs, SchoolTube, etc). Doing this would make the videos accessible to anyone on the Internet. Please indicate whether or not you wish for your child to be included in this.

Please check one:

Yes, include my child in these publications

No, DO NOT include my child in these publications

### Agreement

**I agree to the stipulations set forth in the above documents including all the Chromebook procedures and policies; the Acceptable Use Policy; the Student Pledge for Chromebook Use, and Internet Publications.**

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

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

Date: \_\_\_\_\_

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

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

Date: \_\_\_\_\_