



Indian Lake Local Schools

1:1 Chromebook Guidelines and Procedures

What is 1:1? The Goals of the Pilot Program

A 1:1 technology program refers to the student to technological device ratio. Therefore, in a 1:1 program, each student and staff member to have access to their own device. This device may be a Chromebook, laptop, or tablet.

Having a digital device in the hands of all students gives students access to highly engaging, interactive, and transformational learning. Through the effective use of these digital devices, students will participate in more 21st Century geared classroom interactions and learning opportunities which are even more personalized, individualized, and differentiated. As students interact with the content, they will be in the role of producers, evaluators, and interpreters of knowledge as teachers facilitate their students' collaboration and engage in authentic learning tasks. It is important to note, that for the 2019-2020 school year, this 1:1 program is being provided as a pilot for our district and is at no cost to our students. Due to the nature of a pilot, the program and its design are subject to change in upcoming years.

Device

For the purpose of this program, Indian Lake Local Schools is supplying each 6th grade student with a Chromebook device. This device will remain the property of Indian Lake Local Schools and will remain on school property at all times.

Receiving Your Chromebook

- Each student will receive a Chromebook and mouse from their homeroom teacher. This same Chromebook will be used everyday by the student to whom it was issued. Chromebooks will be returned to the Homeroom classroom for charging everyday.
- Parents/Guardians and students MUST electronically sign our district's Internet Safety & Acceptable Use Policy as well as the 1:1 Chromebook Guidelines and Procedures before the student will be issued a personalized Chromebook for their day to day use. There will be no exceptions to this rule.
- Each student will receive a bag in which to carry the Chromebook from class to class.

Taking Care of Your Chromebook & General Precautions

- Students are responsible for the general care of the Chromebook and mouse they have been assigned.
- Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher as soon as possible so that the issue can be taken care of accordingly.
- Each Chromebook must be transported in the bag assigned by the district. Nothing additional may be placed inside of the bag with the Chromebook, mouse, and headphones (if applicable).
- Food and beverages are not allowed in our hallways and should not be present around the issued Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook-improper use or negligence which result in damage will be charged to the student.
- Never transport your Chromebook while the screen is open. They must be closed and secure while moving.

- Chromebooks are not to be altered in any way. This includes writing, drawing, or stickers. District labeling tags must not be removed or altered in any way. Doing so will result in disciplinary action.
- Chromebooks may never be left in an unsupervised area.
 - Unsupervised areas include the school grounds and campus area, cafeteria, computer labs, athletic fields or courts, locker rooms, unlocked classrooms, hallways, etc.
 - Any Chromebook left in these areas is in danger of being stolen. If one is found, please notify a staff member immediately. The Chromebook will be confiscated and disciplinary action will be taken for leaving your Chromebook in an unsupervised location.
- Chromebook screens may be easily damaged. Therefore:
 - Do not lean or put pressure on the top of the Chromebook when it is not in use.
 - Do not store in the open position.
 - Place nothing on top of the Chromebook when the screen is closed.
 - Do not place anything in the bag that will press against the cover.
 - Do not place anything on the keyboard before closing the lid (i.e pens, pencils, headphones, USB, etc.)
 - Clean only with a soft, dry microfiber cloth.

Using Your Chromebook

- Chromebooks will be used everyday at school.
- Students are responsible for properly charging their Chromebook at the end of everyday.
- Students must be responsible for bringing their Chromebook to each class, unless advised to not do so by their teacher.
- Chromebooks should be kept with students at all times, except for lunch when it will be stored with their Academic 2 teacher and locked in the classroom.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose will be to check for proper care and maintenance.

Acceptable Use

- Access to Indian Lake Local Schools technology is a privilege, not a right. Each student and parent will be required to follow the guidelines in this policy and outlined in the Student Network and Internet Acceptable Use and Safety Policy as well as all other school policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malicious software.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, teacher, principal, or Technology Director, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary action.
- Students are responsible for the ethical and educational use of the technology. Please understand that it is impossible to define every instance of responsible and irresponsible use and, therefore, what constitutes “responsible use” will be at the discretion of the Technology Director and/or Principals.

Privacy, Safety, & Legal Property

- Never share your password with anyone.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers or passwords to anyone, including online.
- Do not open, use, or change files that do not belong to you.
- Remember that data storage and transmission, including email and online usage, are not private or confidential as all Chromebook equipment and school-provided accounts are the property of Indian Lake Local Schools, which reserves the right to inspect all data and the data transmissions of its students.
- As students will be using their Chromebooks within our building, they will access the internet using our Wi-fi, which is filtered for their safety. However, from time to time, inappropriate online sites, images and files, as well as email messages sent to you may get through. If you inadvertently access a website that contains obscene, offensive material, exit the site immediately. Please report any inappropriate content immediately to the classroom teacher.
- 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 student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal laws will result in criminal prosecution and disciplinary action.

Email and Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or SPAM.
- Email & communications are subject to inspection by the school at any time and should not be considered private.

Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use. This means that if you let someone else use your Chromebook while you are logged into your account, you are responsible for their actions. To prevent this from happening, always logout of your Chromebook before stepping away from the device-even for just a minute.
- Non-compliance with the policies of this document or the Student Network and Internet Acceptable Use and Safety Policy, will result in disciplinary action.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Ohio Open Records Act and, if a proper request is made, the appropriate authorities will be given access to your account.

Repairing/Replacing Your Chromebook

- All district-owned Chromebooks must be repaired and maintained by Indian Lake School.
- The costs associated with repair are indicated below. Costs may be subject to change based on different models of Chromebooks.

First accidental incident is at no cost.	Broken Screen	Keyboard Repair	Labor	Lost/Damaged Device
		\$45	\$80	\$50

- The district reserves the right to charge for the cost of repairs and/or an entire replacement cost at their discretion if negligence is determined on the handling of the device.
- If the device is stolen, parents/guardians and students are responsible for obtaining a police report.
- Indian Lake Local Schools will not return a repaired Chromebook to the student until the full repair cost is paid and students who do not pay in a timely manner will stop receiving a loaner Chromebook.

Technical Support

- Technical support will be available and handled through the Technology Department at Indian Lake Local Schools including:
 - Hardware maintenance and repairs
 - Operating system and software configuration and support
 - User account support



Indian Lake Middle School
Chromebook Guidelines and 1:1 Handbook Agreement*
(Handbook is located on the Indian Lake Middle School Webpage, under the “Students” tab)

As a student: I have read the Indian Lake Local Schools 1:1 Chromebook Guidelines and Procedures and understand its terms. I understand that the Chromebook, use of the Internet and other district approved technologies are intended to further student learning and growth. I agree that I must adhere to using the Chromebook, internet, apps, and other hardware in an appropriate and responsible manner and that failure to adhere to the guidelines will result in disciplinary action and may involve financial expense and/or legal action.

Student Pledge:

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to others.
4. I will charge my Chromebook daily.
5. I will not disassemble any part of my Chromebook or attempt any repairs.
6. I will use my Chromebook in ways that are appropriate and educational.
7. I will not place anything on my Chromebook or remove district labeling.
8. I understand that my Chromebook is subject to inspection at any time without notice.
9. I will follow all procedures outlined in our Student Network and Internet Safety Acceptable Use Policy.
10. I will transport my Chromebook in the school-issued bag at all times, including every time I move in between classes.
11. I will not attempt to install software or alter the state of the device at any time.

As a parent/guardian of this student: I have read the 1:1 Chromebook Guidelines and Procedures and understand its terms. I understand that this program is designed for educational purposes. I also understand that the failure of my child/ward to adhere to the guidelines will result in disciplinary action and may involve financial expense and/or legal action.

Student Name: _____

Student Signature: _____ Date: _____

Parent or Guardian’s Name: _____

Parent or Guardian’s Signature: _____ Date: _____

