

PEARL RIVER SCHOOL DISTRICT

1:1 TECHNOLOGY RESOURCE HANDBOOK - 2019-2020

The Pearl River School District provides teaching and learning for students, grades kindergarten through 12, in three elementary, middle, and high school settings. The district mission, “*Every Pearl River student can and will learn*”, is further guided by three goals:

- Improve academic performance
- Improve the district by incorporating quality principles and values in all areas of district operations
- Improve the district’s financial stability and improve and maintain cost-effectiveness. In keeping with this mission, the Pearl River School District seeks to support teaching, learning, and student performance success by integrating technology throughout the curriculum, enabling students, faculty and staff to be effective, independent, and collaborative contributors. The individual use of tablet devices (ex: Chromebook) provides an opportunity to connect students and teachers to online learning resources both in and outside of the classroom. The use of these devices will enable students to more fully think critically, engage in problem-based learning and creative problem solving, communicate and collaborate. Learning opportunities will be extended beyond the classroom in a seamless manner.

1:1 Implementation Guide

Pearl River School District 1:1 Chromebook Implementation Guide The policies, procedures and information outlined in this handbook apply to Chromebooks (tablets) and all other technology devices used by students within the Pearl River School District. Access to the Pearl River School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the District's Acceptable Use Policy. Administrators and teachers may set additional requirements for use within their school sites and classrooms.

Receipt of Chromebook Chromebooks will be distributed in grades 6 and 9. Parents, guardians, and students must sign the Chromebook agreement before a Chromebook can be issued to their child. This handbook outlines procedures and policies for students and families to protect the Chromebook investment for the district.

Chromebooks will be collected at the end of each school year for maintenance. Instructions will be given at a later date. The Chromebook will be returned to the original student at the beginning of the next school year.

Students leaving the district must return Chromebooks to the school main office. Any Chromebook that is not returned will be considered stolen property, and law enforcement will be notified.

Student Owned Devices Parents can opt to have their child bring his/her own devices as per the PRSD Bring Your Own Device Policy and protocols.

Appropriate Use The Pearl River School District views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Pearl River School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. Supplied devices are an educational tool and not intended for personal use such as gaming, social networking, or high-end computing.

Parents are encouraged to be aware of and monitor their child’s Internet usage at home.

It is important to remember that all of the information posted online about a person, either posted by that person or others, intentionally or unintentionally creates a digital footprint. This digital footprint creates an image of a person and is difficult, if not impossible to retrieve. Students are reminded to guard their privacy, evaluate online information carefully, and think before they click.

General Guidelines Chromebooks are intended for use each school day. All regulations are in effect before, during, and after school hours, for all District devices. Headphones may be used at the discretion of the teacher. Students may not connect Chromebooks to Ethernet jacks at school. Chromebook use in study halls/restricted study is for instructional purposes only. Messaging is only allowed during school hours with permission from the teacher. Permission will be given only for messaging that is useful in school assignments and must be related to school assignments.

Students are responsible for **charging the Chromebook battery before the start of each school day**, bringing the Chromebook to all classes, unless specifically instructed not to do so by their teacher. As a web-oriented device, Chromebooks can also access sites on the Internet to connect to all the resources and information available for student learning, online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are expected to login to the Chromebook device using the District issued **@learn.pearlriver.org account**. If students leave their Chromebook at home or it is not fully charged, they are responsible for completing their coursework as if they had their Chromebook present.

Monitored Use The Chromebook and all other district owned devices, email/Google accounts are the property of the Pearl River School District and as such, may be monitored and inspected at any time. Students and faculty should have no expectation of privacy of materials found on the Chromebook, Google drive, email accounts and/or network files. All files stored on the system or in the cloud are the property of the District and the District reserves the right to review and monitor all activity on the computers/network for responsible use. Students must retain at least 2 weeks of Internet history. Students must retain full email folders (inbox, outbox, sent, deleted etc.) Changing computer settings is not allowed.

Originally Installed Software - G SUITE FOR EDUCATION (GSFE)

- All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets, Slides, Drawings, Sites, Forms and Classroom. The District will provide GSFE accounts for all teachers, students, and support staff @learn.pearlriver.org. Grade level software apps are installed remotely onto Chromebooks and managed by the District.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook, but from any computer that has Internet access. Students will understand that the Google Drive can be monitored by the district administration and should not contain personal files.
- Students in grades 6-12 are assigned a district email through GSFE that is managed by the Pearl River School District. Students will be able to communicate with other students and staff within the district issued email address @learn.pearlriver.org.

- Email is monitored by the district and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in the signed District Acceptable Use of Networks/Computers Policy (AUP).

Additional Software Apps and Extensions

- Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.
- Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps. The district will install additional apps, extensions and add-ons as they are recommended and approved by teachers and site administrators for a particular course. Students will be able to install additional apps on their Chromebooks for educational purposes through the Chrome Web Store. Any software app that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks and will be blocked.

Home Use

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook.
- Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the policies and procedures in this Handbook, and the District Acceptable Use of Networks/Computers Policy (AUP), wherever they use their Chromebooks.
- The District provides content filtering both on and off campus, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. Parents are encouraged to be aware of and monitor their child's Internet usage at home.

General Reminders: In School

- All student use of computers or other technology should be in support of their education.
- All use of technology must comply with the District Policy as well as the Acceptable Use Policy.
- Student in whose name a Chromebook is issued will be responsible at all times for its appropriate use.
- All use of the Internet must comply with district guidelines. Log files are maintained on each Chromebook with a detailed history of all sites accessed. These files may be reviewed periodically.
- All Chromebooks contain a remote content filter for use at school. However, no filter is as reliable as a teacher.
- Teachers are responsible for monitoring student Chromebook use at school, especially Internet access.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- Students are expected to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to comply with existing copyright laws.
- Students may only log in under their assigned user name. Students may not share their password with other students.

- **Students are responsible for charging the Chromebook battery each night. It is expected that each student's Chromebook will be fully charged at arrival to school.**
- Students are expected to care for the Chromebooks. If a Chromebook is deemed to be intentionally damaged by a student, the student may be subject to discipline and the student/parent will also be responsible for the full cost of the Chromebook repair.
- Students are expected to report any damage to the computers immediately. Spot inspections of Chromebooks will occur regularly. Students who do not report damage or abuse may be subject to both fees and discipline.
- Students are expected to keep track of all equipment issued to them. If components are lost, the student/parent will be responsible for the full cost of replacement.
- Students may not loan Chromebook components to other students for any reason. Students who do so are responsible for any loss of components.
- Chromebooks come with a standardized image already loaded. These images may not be altered or changed in any way.
- Students may not load or download any software, music, pictures, etc. on the Chromebook without specific instructions from a teacher to do so.
- Educational games may be used at the discretion of the teacher.
- Chromebooks are to be carried in the school provided Chromebook bags/carrying cases at all times.
- All students have access to their Google drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly to this location.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

General Reminders: At Home

- District web filters are active at home, just as they are at school. Students will only be able to login in with the @learn.pearlriver.org account.
- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as at school.
- Transport your Chromebook in a case or protected backpack.

Terms of Use

Acceptable Use Policy All users of the PRSD system and equipment must comply at all times with the **Pearl River School District Student Use of Computerized Information Resources (Policy 7315)**, the **Pearl River School District 1:1 Implementation Handbook including Acceptable Use Policies and Parent/Student Agreement form, signed by both student and parents/guardians**. Any failure to comply may end your right of possession effective immediately. You may also be subject to disciplinary action.

Liability If the property is not returned or is intentionally damaged, the student's parent/guardian is responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed within 48 hours and provided to the school, the building principal and the Technology Department. Failure to report the theft to the proper staff and follow the proper filing procedure will result in a full fine to the student's parent/guardian. If the Chromebook is lost because of negligence, the student's parent/guardian is responsible for the full replacement cost of the Chromebook.

Repossession Failure to fully comply with all of the terms of this agreement and the Student/Parent Agreement Form may result in the confiscation of the Chromebook by the District at any time. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Scheduled and Unscheduled Inspections Spot inspections of the Chromebooks will occur regularly by technical support staff. Some of the inspections will be scheduled through email and others will take place via remote connection to the Chromebook. Students with damaged Chromebooks who fail to report the damage may be subject to fees and discipline. Students with inappropriate content or programs will be subject to discipline.

Chromebook Rules and Regulations Violations of these rules and guidelines will result in disciplinary action.

Acceptable Use Guidelines The guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

Chromebook Use and Care

- Always carry your Chromebook in the issued PRSD case/cover.
- Use caution when carrying your Chromebook in a crowded hallway.
- No food or drink is allowed near Chromebooks
- When moving the Chromebook use two hands. Do not pick it up by the monitor.
- Close the Chromebook lid whenever you are not using it, or if you are moving it around.
- Never leave the Chromebook unattended in the hallway or any other public space for any reason.
- When placing your Chromebook in a locker, place it in on the top shelf. Never pile items on top of your Chromebook.
- When placing your Chromebook on a table or desk, gently position it on the surface.
- Do not slam/swing the Chromebook onto the surface. Center the Chromebook on desks or tables to avoid it being bumped and falling to the floor.
- Use your Chromebook on a table. Do not use it on the floor or other unsteady surface.
- Keep your volume muted unless directed by a teacher.
- Lock your Chromebook when it is not in use.

- When moving between classes, put your computer on Standby.
- When leaving for the day, completely shut down your Chromebook.
- Do not leave your Chromebook in a car.
- Protect your Chromebook from exposure to extreme heat or cold.

Students are prohibited from:

- Putting stickers on the Chromebooks, cases, batteries, or chargers.
- Defacing PRSD issued equipment in any way. This includes but is not limited to removing identification tags, marking, painting, drawing or marring any surface of the Chromebooks or any stitching on the case.
- If such action occurs, the student will be fined the cost of repair.

Network Etiquette and Safety

- Be polite; messages typed in capital letters on the computer are equivalent to shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate. Transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Music/Videos: At School Listening to music and watching videos on your Chromebook is not allowed on the Chromebook during school hours without permission from the teacher.

Games: At School Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

Messaging: At School Messaging is not allowed during school hours without permission from the teacher. Permission will be given only for messaging that is useful in completing a school assignment. All communication must be related to the school assignment.

Desktop Backgrounds and Screensavers Students will have the ability to customize their desktop background by selecting one of the preloaded themes or images. They may also choose to use the standard background. Beyond that, students may not change the desktop background and screensaver by downloading pictures.

Printing Purpose of the Chromebooks is to cut down on printing. Ultimately the district would like to go paperless. All printing will be at the discretion of the teacher.

E-Mail

- E-mail is to be used as a communication tool for school. One of the most common violations of the Acceptable Use guidelines by students is the sending of social or non-school related e-mail. E-mail should be used for educational purposes only.
- E-mail transmissions, stored data, transmitted data, or any other use of online services by students, employees or other users is not confidential and may be monitored by staff at any time to ensure appropriate use.
- All e-mail and all contents are property of the District.
- Classroom-based compliance checks may be conducted at any time. This means that teachers can check your e-mail.

Examples of Unacceptable Use The following list covers the answers to some of the most frequently asked questions as well as the most common violations. This is not a comprehensive list. Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Using the Chromebook webcam to photograph any other student or teacher unless for academic purposes, and only with the other person's consent.
- Using the Chromebook microphone to record any other student or teacher unless for academic purposes, and only with the other person's consent.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account, password, or allowing another user to access your account or password.
- Helping, observing or joining any unauthorized activity on the network.
- Forwarding/distributing E-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Falsifying permission, authorization or identification documents.
- Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.
- Attempting to access or accessing sites blocked by the PRSD filtering system.
- Downloading music, games, images, videos, or other media without the permission of a teacher.
- Sending or forwarding social or non-school related e-mails.

Technology Discipline The Pearl River Code of Conduct and responsible technology use applies fully to the one-to-one environment. The privilege of having a tablet device comes with a new set of responsibilities and related consequences. The PRSD Code of Conduct has a common structure district-wide.

The Code of Conduct applies to all PRSD technology, not just Chromebook devices.

- This includes, but is not limited to tablets (Chromebooks), interactive display Boards, Promethean Boards, document cameras, projectors, desktop computers, printers, mice, digital cameras, etc.
- Discipline is progressive. Low-level, first-time infractions will have a lesser consequence than infractions that are repetitive or more serious in nature.
- Classroom interventions will be the first level of discipline. This includes verbal warnings, seating changes, and teacher contact with home.
- Discipline progresses in levels. Consequences include in-school detentions (restricted study), after-school detentions, assignments that re-teach or reinforce correct behaviors, restricted computer access, office referrals, and suspensions.
- Compliance checks may be conducted on a student's computer at any time. These may be school-wide
- Checks or conducted individually due to suspicion of inappropriate computer usage.
- PRSD reserves the right to remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Example:

Chromebook Security Each of the Chromebooks are managed by PRSD. We have tried to strike a balance between the usability of the equipment, and appropriate security to prevent the units from being damaged or used to cause damage to the Pearl River School District system. Two primary forms of security exist:

- Desktop Security - Security is in place on the desktop to prevent and/or track certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.
- Filtering/Monitoring Software --PRSD maintains an Internet filtering/monitoring solution. This program automatically filters all student access to the Internet and monitors student activities on the computer both in school and at home. Please note, however, that there is no better security tool than an involved adult!

Damaged Equipment ---Repairs Occasionally, unexpected problems do occur with the Chromebooks that are not the fault of the user (computer crashes, software errors, etc.). The Technology Department is prepared to assist students in resolving these issues. These issues will be remedied at no cost.

Loaner Chromebooks Temporary replacements are also available in each school library so that student learning is not disrupted by the repair process. Students are responsible for the care of the spare while it is issued to them. All of the same rules and regulations apply to spare computers, and students are expected to treat them as if they were their own. Students are required to save to their Google Drive in case they need to be issued a spare.

Accidental Damage vs. Negligence Accidents do happen. There is a difference, however, between an accident and negligence. The price that the district paid for the Chromebook includes: the Chromebook, case, and a one year warranty. The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the Chromebook. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement and a spare will not be provided.

Lost or Stolen Equipment In this section, “equipment” refers to Chromebooks, chargers and cases. Chromebooks and other equipment are issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator. Students are expected to keep track of and to care for this equipment for the time period it is issued to them. Students/families may be fined for damaged or lost equipment.

Lost Equipment Reporting Process If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

Financial Responsibility The circumstances of each situation involving lost equipment will be investigated individually.

Stolen Equipment Reporting Process If any equipment is reported as stolen, a police report must be filed within 48 hours and a copy of the report must be provided to the building principal or the Director of Instructional Technology by the student or parent. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student’s parent/guardian will be responsible for the full cost of replacing the item(s).

Financial Responsibility The circumstances of each situation involving stolen equipment will be investigated individually.

Fees and Repair Costs – Student’s parent/guardian are responsible for reasonable cost of repair damage not covered by warranty or applicable district insurance.

- Students are expected to keep the Chromebooks in good condition. Failure to do so will result in fees as specified below.
- Students are expected to report any damage to their computer as soon as possible. This means no later than the next school day.
- Spot checks of Chromebooks will occur regularly.
- Students who fail to report damage or abuse will be subject to fees and to discipline. Inappropriate media may not be used as a desktop background. In addition, changing wallpaper means downloading pictures, which is prohibited and will result in disciplinary action.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and/or gang related symbols will result in disciplinary action, or loss of Chromebook privileges.

Damage and Fee List

Estimated Replacement Cost Estimated Damage Fee + \$120 labor Chromebook Case \$20 Cracked Screen \$80 Power Cord \$40 Broken Chassis \$25 Chromebook \$250 Broken Keyboard \$50 Full Package \$270 Broken or Missing Keys \$15 Damaged Power Cord \$40 Lost/Damaged Case \$20 Battery \$90 Camera \$60 Motherboard \$120 Speaker \$60 Touchpad \$70 Unreported Lost/Stolen Chromebook \$270 Intentional Cosmetic Damage \$15 and full cost of item

Chromebook Handbook Development Resources: The Pearl River School District recognizes and acknowledges the following school district resources in the development of this handbook:
Ridgewood Public School – Ridgewood, NJ Batavia Central School District – Batavia, NY Dobbs Ferry Union Free School District – Dobbs Ferry, NY South Orangetown Central School District – Blauvelt, NY

PEARL RIVER SCHOOL DISTRICT ACCEPTABLE USE POLICY 2019-2020

Contract & Release Form – Grades 6 -12

Student's Name _____ Grade : _____

(Please Print)

I, _____ (student) have read the Acceptable Use Policy and Pearl River School District Chromebook Handbook. I accept the responsibility to use the school's equipment and I will follow the rules and guidelines outlined. I will not share my username and/or password. I will not release any personal information on the Internet. This includes, but is not limited to, my full name, address, telephone number, and credit card numbers. **I understand that this privilege may be revoked for any violation of the rules.**

I understand that the Chromebook and all other district owned devices, email/Google accounts are the property of the Pearl River School District and as such, may be monitored and inspected at any time. I understand that I have no expectation of privacy of materials found on the Chromebook, Google drive, email account and/or network files. All files stored on the system or in the cloud are the property of the district and the District reserves the right to review and monitor all activity on the computers/network for responsible use.

I understand that if the Chromebook is damaged, lost or stolen, I will report the incident to the District immediately or by the next school day if the incident occurs out of school. Each incident will be handled as per the handbook.

I understand that I may use the Chromebook for the school year during which it was issued and have a responsibility of returning it not later than the last day of school unless required to do so by the District and/or I withdraw from the District. My failure to return the Chromebook on time and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

I have read the PRSD 1:1 Chromebook Handbook, and Acceptable Use Policy.

I, the parent/guardian of the above signed student, agree to support my child's use of the District issued Chromebook as outlined in the Chromebook Handbook.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Chromebook Issued: _____ **Serial #** _____