

Chromebook Handbook for Students and Parents

2023-2024



Introduction

All students will be issued a Chromebook for educational use. The following handbook provides students and their parents/guardians with information about the general use of technology, rights and responsibilities for possession of the Chromebook, care of the Chromebook, and expectations as a digital citizen.

The focus of using the Chromebook in class is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of Chromebooks is a way to empower students to learn at their full potential. Technology encourages students to solve problems and think critically by stimulating analytical thinking and learning results from the continuous dynamic interaction among students and educators. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

Technology resources are powerful tools, and teamed with skillful teachers, can be used to effectively prepare students to be effective servants of Christ in today's society. The use of school-provided technology is a privilege, not a right, and staff and students at Ripon Christian Schools (RCS) are expected to use the technology to support and enhance education and communication. In order to facilitate a safe and functional Christian educational environment, staff and students at RCS are expected to adhere to the expectations outlined in this technology handbook. All Chromebooks, cameras, and related hardware, software, and accessories are RCS property, and their use must be in accordance with all related RCS policies written in this handbook. With privilege comes responsibility, and as a condition of use, students and parents will sign a **Technology Contract and Consent** form and comply with and agree with the contents of this technology guide.

Home monitoring of technology use should be embraced and practiced.

Any questions or concerns about the program should be directed to your student's principal.

Use of Chromebook Computers

Distribution, Repossession and Ownership of Hardware and Data

Chromebooks will be distributed at school, along with the Chromebook Handbook. Chromebooks will remain with the students until the end of the school year, at which time notice will be given as to the process and timeline for the Chromebooks to be returned. Chromebooks must be returned to the school before the end of the school year.

All data on the Chromebook is considered the property of Ripon Christian Schools. **The Chromebook and its data can be searched at any time** and no data will be saved for the student. It is the student's responsibility to archive any data on his/her own personal removable media or cloud base storage.

Electronic documents, network usage and all stored files **shall not be considered confidential and may be monitored at any time** by designated school personnel to ensure appropriate use. The school complies fully with local, state or federal officials in any investigation concerning or relating with violations of computer crime laws.

Network Use

As part of **Google Apps for Education (GAFE)** all students have their own online drive that is accessible through the student's personal log in. This drive is a safe and secure place for students to save their work. Should the Chromebook experience problems and be out for repair, the students will be able to access their files in Google Apps for Education using a computer or a Chromebook loaned from the technology department. Students are encouraged to save all important work to their GAFE drive on a regular basis.

Students should not loan their Chromebook to any other student, nor should they borrow a Chromebook from another student. In no circumstance should a student allow another student to log into their network drive, nor should any student share their login (user names and passwords) with any other student.

The safe and responsible use of the Internet is of utmost importance to the school. While at school, students are protected from potentially dangerous and inappropriate content through the school's network filter as well as GoGuardian.

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

General Chromebook Rules and Code of Ethics for Chromebook Program

The following rules and guidelines must be agreed upon by both parent/guardian and the student:

Preparedness for School

- Students will bring their Chromebook to school each day.
- Students will come to school each morning with the battery fully charged.
- All “windows” need to be closed and the volume in the off/mute position.
- The Chromebook must be ready for classroom use.
- Chromebooks can only be opened in class with permission from the teacher and only on the site allowed by the teacher
- A tardy will be issued to the student for not coming to school with their Chromebook fully prepared for use in class.

General Usage of Chromebook and Installed Devices

- Use of the Chromebook at school is for academic purposes only. Students will not use Chromebooks instant messaging, chat rooms or online forums unless part of a school project and with teacher consent.
- Students will not use their Chromebook to play games, both at school or on the bus.
- Chromebooks must remain in student backpack while riding on the school bus.
- Students will not use the Chromebook webcam to photograph any other student or teacher unless for academic purposes, and only with the other person’s consent.
- Students will not use the Chromebook microphone to record any other student or teacher unless for academic purposes, and only with the other person’s consent.

No Loaning or Borrowing Chromebooks

- Students must not loan Chromebooks to other students.
- Students must not borrow Chromebooks from other students.
- Students must not share user names and passwords with others.

Damage and Loss

- Students will immediately report any malfunctions, damage or loss of the Chromebook to a classroom teacher or administrative staff member at school.
- The student and guardian are responsible for the Fair Market Value of the Chromebook if it is deliberately damaged.
- The student and guardian are responsible for the reasonable cost of repair for damages to the Chromebook which is not covered by the warranty; i.e., broken/cracked LCD screen caused by dropping the Chromebook, a keyboard repair caused by deliberately removed keys, etc. (A table of estimated pricing for a variety of repairs is included in this handbook.)

Inappropriate Content

- Inappropriate content is not allowed on Chromebooks.

- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and gang related symbols or pictures will result in disciplinary actions.

Responsibilities

Students may not engage in conduct that includes but is not limited to:

- harassing, threatening, bullying or intimidating others
- sending obscene or sexually explicit language or images
- unlawful activities
- commercial purposes
- personal financial gain
- false identification in email communications
- misrepresenting Ripon Christian Schools
- interfering with RCS technology operations through
 - o "electronic chain letters"
 - o unsolicited electronic communications
 - o disruption of electronic communications

Care and Maintenance of Chromebooks

- Students will keep their Chromebooks clean with **no attached stickers** or other items that might deface or damage the Chromebook's finish, screen or other components.
- Exposure to food and beverages can have damaging effects on the workings of a Chromebook. The student will be responsible for damage due to neglect of this rule.

Installing Programs/Deleting Files/Downloading & Streaming

- Students will not attempt to install or download software not approved for school use.
- Students may not delete, move or rename any folders or files that they did not create or that they do not recognize.
- Students will not download streaming video, music or participate in any task which would require excessive amounts of bandwidth while connected to the school network, unless the task is teacher sanctioned.
- Students will not reset the configuration of the Chromebook.

Transporting and Storage of Chromebooks

- Between classes, Chromebook lids must be closed and Chromebook must either be shut down or in hibernation mode.
- Students will store their Chromebooks in a secure location (hall or locker room lockers) when not using them.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Students should always have a pair of headphones to use when necessary.

Music, Games and Other Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the Chromebook must be installed by school personnel and/or be school approved.

Table of Estimated Repair/Replacement Costs

As outlined earlier in this packet, all equipment is covered by warranty. However, if the Chromebook must be replaced / repaired due to negligent loss or damage, the following charges will apply:

FAIR MARKET VALUE *

Age of Chromebook	Value
1 Year or less	100%
1 - <2 years	85%
2 - <3 years	60%
3 - <4 years	35%

* Fair Market Value is currently \$350

TABLE OF ESTIMATED REPAIR PRICING

Repair or Replacement	Loss, Damage or Neglect
Broken/Cracked Screen (LCD)	Up to \$90-140, depending on model
Keyboard Replacement	Up to \$50
AC Adapter	Up to \$30

Ripon Christian Schools

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Computerized information resources can motivate student learning, expand opportunities for individualized instruction, provide new learning resources, and make abstract concepts more concrete. Ripon Christian Schools provides computers and Internet access as tools to enhance its mission to teach the skills, knowledge, and behaviors students will need as successful and responsible adults.

Student use of school computers shall be limited to work related to their academic program and their school-sponsored extracurricular activities. Students are responsible for appropriate behavior on the school's computer network.

The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for all activity that originates from their account while accessing and utilizing the school's computer resources. These rules are intended to help ensure that students use school computers and the Internet in a safe and appropriate manner.

Generally, the same standards of acceptable conduct that apply to any school activity shall apply to use of the school's computer system. Students are expected to act in a respectful, responsible and legal manner.

Although the school exercises professional judgment in selecting computerized information resources, the nature of the Internet makes it impossible to control this resource fully. Access to the Internet will be granted for all students and all students agree to abide by the school's Computer and Internet Use guidelines found in the Parent-Student Handbook.

Electronic material that users transmit or store is not private. The school reserves the right to monitor use of its computer system to assure that it is being used in compliance with Ripon Christian's policy and administrative regulations as well as applicable state and federal laws.

Misuse of the computer system can result in disciplinary action, including restriction of computer privileges.

Administrative regulations will further define guidelines of appropriate use of the school's computer system.

INTERNET AND SCHOOL NETWORK ETHICS

Access to the Internet and the school computer network is a privilege, not a right.

BE SAFE – Passwords are secret. Don't share your password or use anyone else's password. It's like stealing a key and is an invasion of privacy. Never reveal personal information including your or another's personal address and telephone number. Never transmit credit card information.

BE YOURSELF – Never use anyone else's name or account. Do not post anonymous messages.

BE HONEST – observe copyright laws. Be certain to cite sources properly. Do not transfer any commercial software onto school computers.

BE POLITE – Do not insult or lie about anyone or use offensive language, not even in private messages to friends. This includes materials created off-school and accessed at school. Do not send or access pornographic materials or files containing racial, ethnic or minority slurs. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.

BE FAIR – Use the Internet, which includes email for schoolwork only. Do not use for commercial purposes or political lobbying (excluding student government).

BE CONSIDERATE – Do not waste time on-line.

BE CAREFUL – Do not download or transmit any file with a computer virus. Do not violate federal, state, or local laws.

BE ALERT – Report any security problems, violations or abuses to your teacher.

BE RESPONSIBLE – Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users. Hardware or software shall not be destroyed, damaged, modified or abused in any way. Users are not allowed to install software from any source without permission from a system administrator.

If a student violates any of the above, their access privileges may be suspended or revoked and disciplinary action will be taken.

Computer, Internet and Email Use Guidelines and Procedures

Ripon Christian Schools provides extensive computer and Internet resources to its staff, students and community at large as part of its educational mission. When used appropriately and responsibly, these resources provide a wealth of information and access to state-of-the art technologies that have become fundamental to the everyday educational experiences of our staff and students.

The school has the right and responsibility to monitor the use of its equipment and network for compliance to policies and procedures. Violation will result in disciplinary action.

Students and staff at Ripon Christian Schools are expected to adhere to the following guidelines and procedures:

1. Do not use the school network to gain unauthorized access to any computer system, either on the school network or outside of the school network.
2. Do not use an unauthorized computer account.
3. Do not obtain or use a password for someone else's account.
4. Do not use or copy any software without permission.
5. Do not install or run any executable files brought in by the student or downloaded from the Internet.
6. Do not perform any act that will hinder the normal operation of networks, computers, or printers.
7. Do not tie up any computer, including the Internet, with unproductive work. This includes unnecessary print jobs, large downloads, and game playing.
8. Do not use search engines to obtain pornographic or violent materials. Do not upload, download, or publish any form of pornographic, violent, illegal, or inappropriate material.
9. Do not use chat rooms, instant messaging programs, or any communication software.
10. Do not use any form of Internet communications (e.g., chat room, IM, e-mail) to harass or harm others.
11. Forgery or other misrepresentation of one's identity via electronic or any other form of communication violates RCS computer policy.
12. Do not use the Internet to gamble or steal.
13. Do not download materials to use as original work.
14. Do not reveal your address or phone number or any other person's address/phone number over the Internet.
15. Do not download any kind of material (e.g., music files, games, programs, pictures). This includes using a specific website or program to perform these actions. Illegal downloading is a violation of copyright laws set in place by the Federal Government.

Technology Contract and Consent

2023-2024

In this agreement, "we," "us," and "our," means Ripon Christian Schools. "You" and "your" means the parent/guardian and student enrolled at Ripon Christian. The "property" is a Chromebook owned by Ripon Christian.

Terms: You will adhere to the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; and Code of Ethics Agreement before taking possession of the property and will comply at all times with these agreements. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Any violation of the Chromebook rules and regulation may result in disciplinary action. By signing this agreement you also agree to allow your child permission to use Google Apps for Education.

Title: Legal title to the property is in the school and shall at all times remain in the school. Your right of possession and use is limited to and conditional upon your full and complete compliance with the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement.

Loss or Damage: If the property is damaged, lost or stolen, you will report the incident to the school immediately or by the next school day if the incident occurs out of school. Normal wear and tear is covered by the school's insurance, but if you demonstrate negligence you may be held responsible for the costs associated with the damage. In the case of theft, vandalism and other criminal acts, a police report must be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the police report be brought to the school. We will then report the loss to our insurance company. The parent/student will be responsible for payment of our deductible to replace the computer, which is \$350.

Repossession: If you do not comply fully with all terms of the Student Use of Computerized Information Resources Policy; Internet and School Network Ethics; Computer, Internet and Email Use Agreement Guidelines and Procedures; Code of Ethics Agreement and the Student/Parent Chromebook Use Agreement, the school shall be entitled to declare you in violation and can take possession of the property.

Term of Agreement: Your right to use and possess the property terminates no later than the last day of the school year unless terminated earlier by the school or by your withdrawal from the school.

Appropriation: Your failure to return the property on time and the continued use of it for non-school purposes without the school's consent may be considered unlawful appropriation of the school's property.

Users' Signatures:

Parent or Guardian Signature

Student Signature

Date

(Printed Name of Parent/Guardian)

(Printed Name of Student)