

# Hanover Area School District



## Parent/Student 1:1 Chromebook Handbook

## OUR MISSION

The mission of the 1:1 Initiative in the Hanover Area School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

The Hanover Area School District strives to prepare students for an ever-changing world that sees technological advancements happening at a rapid pace and is committed to preparing students for whatever path they choose after high school.



## Use of Technology

All students will be issued HP Chromebooks for educational use in school and at home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the device and being a good digital citizen. Additionally, the last page is a 1:1 Agreement form for parents to complete and turn in before a device will be assigned to the student.

Students and their parents/guardians are reminded that use of District technology is a privilege and not a right, and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District technology can result in restricted or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Handbook. To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Hanover Area School District Technology Policies.

## Ownership of the Device

The Hanover Area School District retains sole right of possession of the device. The District lends the device to the students, for educational purposes only, for the academic year. This device will serve as the course textbook in many cases. Additionally, District administrative staff and faculty retain the right to collect and/or inspect devices at any time, and may also utilize remote access and to alter, add or delete installed software or hardware.

## Receiving Your Device

### a. Parent/Guardian Video

All students and parents/guardians are required to sign the Hanover Area School District 1:1 Agreement before a device will be issued to a student.

### b. Transfer/New Student Distribution

All transfers/new students will be able to pick up their device at the High School after their registration is complete. Students and a parent/guardian must sign the Hanover Area School District 1:1 Agreement prior to picking up a device.

## Returning Your Device

### a. End of Year

At the end of the school year, students will turn in their devices. Failure to turn in their assigned device will result in the student being charged the full \$250.00 replacement cost. Additionally, the District will file a report of stolen property with the local law enforcement agency.

### b. Transferring/Withdrawing Students

Students that transfer out of, or withdraw from, the Hanover Area School District must turn in their Devices, peripherals and accessories to school office personnel on their last day of attendance. Failure to turn in the device will result in the student being charged the full \$250.00 replacement cost. Unpaid fines and fees of students leaving the District may be turned over to a collection agency. Additionally, a report of stolen property will be filed with the local law enforcement agency.

## Taking Care of Your Device

Students are responsible for the general care of the device that has been issued to them. Devices that are broken or fail to work properly must be reported to the teacher or other staff member as soon as possible so that they can be repaired properly. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their devices unattended in an unsecured area.

### a. General Precautions

- No open food or drink should be next to devices.
- Cords, cables and removable storage devices must be inserted carefully into the device.
- Devices should not be used or stored near pets.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- **Devices must remain free of any writing, drawing, stickers, and labels.** Any sticker placed on the device by the manufacturer or the District **MUST** remain in place. **Any stickers left on the device by the student will result in a \$25 fee for removal of said stickers.**
- Heavy objects should never be placed on top of devices.

### b. Carrying Devices

- Always transport the device with care. Failure to do so may result in disciplinary action.
- Never lift devices by the screen.
- Never carry devices with the screen open.

### c. Screen Care

The device's screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or ear buds).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Never leave the device in a car when it's hot or cold outside. Extreme heat and cold will damage the device and shorten its lifespan.

## Using Your Device at School

Students are expected to bring a fully charged device to school every day and bring their device to all classes unless specifically advised not to do so by their teacher.

### a. If a student does not bring his/her device to school

- The student must notify his/her teacher. The teacher may issue the student a loaner for the day. However, there are a limited number of loaner devices available at each building. A loaner device may not be available at all times. It is very important that students bring their device to school every single day.
- A student borrowing a device will be responsible for any damage to, or loss of, the borrowed device.
- Loaner devices for forgotten device MAY NOT be taken home.
- The teacher will document the number of times a loaner is issued to each student for not having his/her own device and send reports of three or more instances per semester, to the principals' office.

### b. Devices being repaired

- Loaner devices may be issued to students when they submit their school-issued one for repair.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to, or loss of, the loaned device.
- Loaners for students who are having their devices repaired may be taken home.

### c. Charging Devices

- The device must be brought to school each day **fully charged**.
- Students should charge their devices at home **every evening**.
- An uncharged device is in violation of this agreement.
- Repeat offenders will be reported to the principal's office.

### d. Backgrounds and Themes

- Inappropriate materials may not be used as wallpaper/backgrounds on the device.
- Copyrighted materials may not be used as wallpaper/backgrounds on the device.

### e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should purchase their own personal set of headphones for sanitary reasons.

### f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

### **g. Logging into a Chromebook**

- Students who are issued Chromebooks will log into their Chromebooks using their District-issued Google Organization for Education account.
- Students should never share their account passwords with others, unless requested by a parent or an administrator.

### **h. Managing and Saving Your Digital Work**

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on a Chromebook's hard drive, when Internet access is not available.
- The District will not be responsible for the loss of any student work.

## **Using Your Device Outside of School**

Students are encouraged to use their devices at home and other locations outside of school. A Wi-Fi Internet connection will be required.

Students are bound by the Hanover Area School District Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their device. Note that student Internet traffic is filtered regardless of the network the student is connected to.

## **Operating System and Security**

Students may not use or install any operating system on their device other than the current version of the OS that is supported and managed by the school.

### **a. Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

### **b. Virus Protection**

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

## Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all Internet activity protected and monitored by the District while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Additionally, Internet access from home will also be filtered. However, no filter is 100% effective. Parents/guardians should monitor their student's home use of the Internet. If parents are concerned about filtering home access, most newer consumer grade Internet routers come with built-in content filters. However, they are not turned on by default. Check your owner's manual to see if your wireless router has this capability.

## Software

### a. Google Apps for Education (GAFE)

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Google Meet, and Forms.
- All work is stored in the cloud.

### b. Chrome Web Apps and Extensions

- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store.
- A request for web apps and extensions should be made through their teacher.

## Device Identification

### a. Records

- The district will maintain a log of all devices which includes the unit's serial number, and name of the student assigned to the device.

## Repairing/Replacing Your Device

### a. Vendor Warranty

- The vendor warrants the device from defects in materials and workmanship for 1 year.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the device or, if required, a total replacement.

## b. Estimated Costs (Subject to Change)

The following are **estimated** costs of replacement parts. Students will be required to pay the replacement costs, if the device is damaged or lost. Note that prices of components are subject to market availability and may change without notice.

### Estimated/Not actual...

- Lost/Stolen/Total Loss\* - \$250.00
- Screen - \$250.00
- Keyboard/touchpad - \$100.00
- Charger - \$40.00 - \$50.00

**\*Total Loss:** A "Total Loss" is a device that hasn't been lost or stolen, but is damaged and/or unrepairable. This could mean that the total cost to repair the device is greater than the cost of a new device. This could result from a combination of multiple broken components, or even from a single damaged component. For example, a device run over by a vehicle would be considered a total loss, as the individual parts required to repair the device exceed the cost of a new device. Conversely, one single component, such as a broken power button, may also constitute a total loss. In some devices, these buttons are directly attached to the motherboard of the device and can't be individually replaced. Instead, the entire motherboard must be swapped, which also exceeds the cost of a new device, even though it is only one component.

## c. Power Cord Loss

- Power Cord losses must be reported to school personnel and replacements must be provided by the District. This is to ensure that only OEM power cords are used with the devices. Aftermarket power cords (Targus, T-Power, etc...) purchased from Amazon or EBay are not acceptable substitutions. They are not equivalent to the original unit and will cause premature failure of batteries, and may even cause fires or other severe damage.

## No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student device at any time for any reason related to the operation of the school. By using a device, students agree to such access, monitoring, and recording of their use.

## a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student devices.

## Appropriate Uses and Digital Citizenship

District-issued devices should be used for educational purposes and students are to adhere to the *Technology Usage Policy* and all of its corresponding administrative procedures, **at all times**.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

### **1. Respect Yourself.**

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

### **2. Protect Yourself.**

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

### **3. Respect Others.**

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

### **4. Protect Others.**

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

### **5. Respect Intellectual property.**

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

### **6. Protect Intellectual Property.**

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## Copyright and File Sharing

Students are required to follow all copyright laws regarding all media including text, images, programs, music, and video. Downloading, sharing, or posting online, unlawfully-obtained media violates the Acceptable Use Policy.

## Student Use of Internet, Applications, Web 2.0 Tools

- Students are required to use various applications throughout the school day. These could include various websites, browser extensions, and Web 2.0 tools. Some of these require student accounts and logins, while others do not. The District is committed to complying with Federal laws governing student safety and privacy while online. These Federal laws include the Children’s Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).
  - In order for the District to provide your student with the most effective web-based tools for learning, we need to abide by Federal COPPA Regulations that require parental permission. Our District utilizes several computer and web-based apps and services operated not by the District, but by third parties. These parties include: Google Apps for Education and some standardized testing sites.
  - In order for students to use these programs and services, basic personal identifying information, including student’s name, user name, and email address must be provided to the website operator. In many of these cases, access to these websites and resources is provided through a teacher account, and is monitored by the teacher using the resource.
  - Under COPPA, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools, such as the Hanover Area School District, to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to each website provider.

Your signature on this 1:1 Agreement constitutes your consent for the District to provide limited personal identifying information for your child consisting of first name, last name, email address, and user name to the following educational web-operators: Google Apps for Education, and the operators of additional web-based educational programs which the District may deem necessary during the upcoming academic school year.

<b>Hanover Area School District 1:1 Agreement</b>	Student Initials	Parent Initials
I will not eat or drink while using my HASD Chromebook.		
I will not remove or deface stickers and decals on my Chromebook.		
I will not add any additional stickers or decals to my Chromebook.		
I will charge my Chromebook every night and bring it to school every day.		
I understand the Hanover Area School District retains ownership of the Chromebook and charger.		
I understand if the Chromebook is damaged or lost, it is my responsibility to pay for repair or replacement.		
If I cease to be enrolled in the Hanover Area School District, I will return the Chromebook and charger, or pay for their replacement.		
I have read and will abide by the HASD Use of Technology Policy also known as the Acceptable Use Policy (AUP).		
I have read and will abide by Parent/Student 1:1 Handbook.		

Student Name: \_\_\_\_\_ Grad Yr: \_\_\_\_\_

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

Print Guardian Name: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Computer Asset Tag:

Student ID Tag: