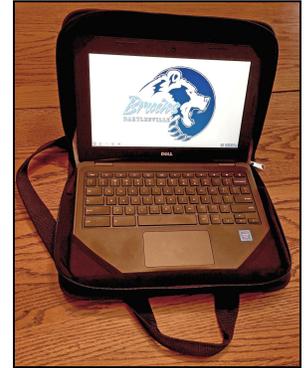




## BARTLESVILLE PUBLIC SCHOOLS 1:1 Computing/Chromebook Guidelines

*Online help available at [bpschromebook.com](http://bpschromebook.com)*



### Overview

At the beginning of the school year, the district will assign a Chromebook to each student in the current phase of the Student Computing Initiative as outlined at [www.bpschromebook.com](http://www.bpschromebook.com). That instructional initiative is a key component in the Teaching and Learning component of the district's Strategic Plan:

BPSD educates and enriches lives by implementing effective 21st century teaching and learning strategies involving Instructional Technology: All students and teachers should have equitable and appropriate access, support, and training regarding evolving technologies that are integrated into the curriculum to prepare students for future endeavors.

### Chromebook

The Chromebook is a personal computer designed to work with Google's G Suite for Education web-based applications. The school district chose this device as the best fit for the needs of the students in terms of productivity, processing speed, ease of operation, and cost-effectiveness. The school district will purchase and retain full ownership of the Chromebooks, and students are to use them in accordance with the district's technology policies.

### Distribution of the Chromebooks

A student will be given a device only if a parent or guardian (or the student if age 18 or older) has submitted signed and dated hard copies of the following:

- **Chromebook Responsible Use Agreement**
- **Internet and Other Computer Networks Access and Acceptable Use Agreement** from board regulation ECA-R
- **Electronic Device Agreement** from board regulation ECA-R

Each student will receive the device, power cable with charger, and case. Earbuds or headphones will not be provided.

### District Responsibilities for the Use of the Chromebook

The District will comply with the Children's Internet Protection Act (CIPA) to do its best to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. The District will have devices available that can be checked out to students whose devices are being repaired or replaced.

### Parent and Student Responsibilities

As with any District-owned property, such as textbooks, parents and students will be responsible for returning the Chromebook in good working condition. The student and his parent or guardian will be responsible for replacing a lost Chromebook or making repairs that were the result of inappropriate use or neglect of the device. Insurance for the device will be offered to those parents who choose to purchase that coverage.

Because the Chromebook is an Internet-based device, the student will need Internet access (either at home or at public places that offer WiFi access) in order to use the web-based applications, although offline editing of GSuite files is possible. At school or elsewhere, students are expected to observe all BPSD technology policies and federal, state, and local laws.

### Digital Citizenship Tips for Teenagers

- **Think before you post or text.** A bad reputation could be just a click away. Before you press the "send" button, imagine the last person in the world that you'd want seeing what you post, because that can and does happen.
- **What goes around comes around.** If you want your privacy respected, respect others' privacy. Posting an embarrassing photo or forwarding a friend's private text without asking can cause unintended harm to others.
- **Spread heart, not hurt.** If you wouldn't say it in person, don't say it online. Stand up for those who are bullied or harassed, and let them know that you're there for them.
- **Give and get credit.** We're all proud of what we create. Illegal downloading, digital cheating, and cutting and pasting other people's items may be easy, but that does not make it right. You have the responsibility to respect other people's creative work – and the right to have your own work respected.
- **Make this a world you want to live in.** Spread good things. Create, share, tag, comment, and contribute to the online world in positive ways.

## Damaged Chromebooks

A student with a damaged or malfunctioning Chromebook may take it to the Student Technology Support Team in room 132 and borrow a device while his/her assigned Chromebook is being repaired or replaced. Each student will be issued a receipt for the borrowed device that he or she is to keep at all times until the loaner is returned. **Chromebooks must be in the district-provided case to receive service.**

## General Care of the Chromebook

- **Always carry the device with care; the screen should not be open when being carried.**
- **Do not lift the device by the screen.**
- **Do not store the device where other items can place pressure on the screen (such as in a backpack).**
- Do not place food or drink near the device.
- Insert cords, cables, and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, etc. that are not approved by the District.
- Do not place heavy objects on the device.
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. **DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN.**
- Do not deface or remove any District labeling.
- **Always keep the Chromebook in the district-issued always-on protective case.** Although the case is reinforced to help protect the Chromebook, it is not guaranteed to prevent damage. It is the student's responsibility to care for and protect the device. If your family bought insurance for the device, it will be forfeited if the device is not regularly carried and used in the district-issued protective case.



## Guidelines for Appropriate Use

With the opportunity afforded by using District technology comes the requirement to use that technology responsibly. Failure to use district devices, networks, or other resources responsibly may result in disciplinary action.

### Students will:

- Use the Chromebook and other district technology resources during instructional time only for academic purposes.
- Use web tools as an extension of the classroom while they are at home.
- Use appropriate language and graphics, whether they are posting and publishing from home or school, when they are using blogs, podcasts, email, a Learning Management System, or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Only communicate in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following the "General Care" guidelines provided above.
- Immediately report the loss or damage of the device to the Student Technology Support Team in room 132.
- Charge the device at home and have it ready to use every day in every class period.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others, and keep the volume low when wearing headphones or earbuds to avoid damaging their hearing and disturbing others.
- Digitally publish work whenever possible. Students may print limited hard copies as needed using designated printers at school, and they are allowed to connect to home-based printers with Google Cloud Print.

### Students will NOT:

- Remove any identifying stickers or labels placed in or on the device by the District.
- Allow other people to use their assigned device.
- View, use, or copy passwords, data, or networks for which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised and logged in to any District-managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks, or any other system or component of a system owned or managed by the District.
- Attempt to override, bypass, or otherwise change the Internet filtering software, Google Management, or other network configurations.
- Reset or "wipe" their device.