



**Cyrus Peirce School
1:1 Chromebook Student/Parent Handbook**

Contents

Overview.....Page 1

The Road to 1:1 at CPS.....Page 3

Parent/Guardian Responsibilities.....Page 5

Chromebook Rules & Guidelines.....Page 7

Technology Discipline.....Page 9

Chromebook Security.....Page 10

Damaged, Lost, or Stolen Equipment.....Page 11

Optional Insurance & Replacement Costs.....Page 12

Acceptable Use Policy.....Page 14

Frequently Asked Questions.....Page 16

Student/Parent Chromebook Agreement Form.....Page 17



Cyrus Peirce School 1:1 Chromebook Student/Parent Handbook

Overview

The Cyrus Peirce School is a 1:1 Chromebook learning environment. Every student will be issued a Chromebook laptop to be used for three years as a student at CPS. The purpose of our 1:1 initiative is to put technology into the hands of each and every student to enhance the learning environment. This will allow access to technology for every student as needed. The Nantucket Public Schools purchases and owns the Chromebook devices. We will distribute a Chromebook to each student to use for educational purposes during the school year. When a student leaves the district and at the end of the school year, the Chromebooks are collected and maintained by the school technology department.

At CPS we live by the motto: “Do The Right Thing.” This applies to our expectations for the responsible and ethical use of technology in and out of school on the Chromebook devices. With the privilege of being issued a Chromebook comes responsibilities for the parent/guardian and for the student.

CPS students and families must understand that:

1. All students accessing the NPS network or using an NPS-issued device must comply with the Acceptable Use Policy and rules/procedures explained in each classroom.
2. All students are allowed access to all electronic resources unless the school is notified in writing by the parent/guardian.
3. The Chromebooks are on loan to students and remain the property of NPS.
4. All users are accountable to all school, district, local, state, and federal laws.
5. Students and families must follow all guidelines outlined in this document and by each teacher.
6. All rules are in effect before, during, and after school hours for all NPS computers whether on or off the school campus.
7. All files stored in the @npsk.org accounts for any individual are subject to review and monitoring.
8. Students are expected to keep the Chromebooks in good condition. Failure to do so may result in bills for repair or replacement.
9. Students will be issued the same device each year they are in attendance at CPS.



**Cyrus Peirce School
1:1 Chromebook Student/Parent Handbook**

10. The price that the district paid for the Chromebook includes: the laptop, case, warranty, and insurance.
11. The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the Chromebook.
12. Students are expected to report any damage to their Chromebook as soon as possible and no later than the next school day.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.
14. Students may only log in under their assigned username. Students may not share their password with other students.
15. Students must share their password and login information with their parent/guardian.
16. Students may not loan their Chromebook to other students for any reason. Students who do so are responsible for any loss or damage.
17. CPS has installed monitoring software via GoGuardian to track the location of the Chromebook should it go missing and to randomly check content.
18. While loaner Chromebooks will be available, chronic offenders who either forget to bring their Chromebook to school or forget to charge it will no longer be issued a loaner.
19. Students are responsible for their own charging cables. Lost charging cables will need to be replaced and cost approximately \$60. Insurance does not cover the charging cable. Students are encouraged to label their charging cable with their name.



The Road to 1:1 at CPS

CPS is a 1:1 Chromebook School

Each September all students at the Cyrus Peirce Middle School in grades 6, 7 & 8 will be provided with a Chromebook.

Why go 1:1?

Technology has provided students and teachers access to information and tools that both enhance and facilitate lessons in classrooms throughout CPS. In 2013, we had three computer labs at CPS that were populated with about 25 desktop computers per lab. Additionally, we had a cart of Netbooks and a cart of laptops. Unfortunately, the Netbooks were not at all reliable and were therefore rarely utilized. This left four options for teachers to access technology for a whole class. The cart of laptops and the three labs were all in high demand. Teachers could not gain access to the existing technology frequently enough to meet their needs.

During the 2013-2014 school year, we assigned every student and teacher a Google Apps For Education account. Every student and teacher now has access to their own Google account. This includes an email address ending in @NPSK.org. Additionally, students have access to Google Documents, Slides, Sheets, and other Google apps. We also piloted the use of Chromebooks by purchasing a cart of these laptop devices for the 7th grade team to share. To say that we were impressed with Chromebooks is an understatement. The devices were far more reliable than anything else we had in the school. The ease of use for students and direct connection to all things Google via the Chrome browser was a benefit. We quickly started planning to provide access to Chromebooks to more teachers and students.

By the fall of the 2014-2015 school year, we had a Chromebook cart for each grade level at CPS. Since we also planned to transition away from MCAS testing to online PARCC testing, we set out to have enough Chromebooks to be able to test a whole grade level at one time. By March, we had 150 Chromebooks at CPS. The PARCC testing went smoothly due to the reliability of the Chromebooks. In the Fall of 2014, Google released Google Classroom. This classroom management system is widely used by CPS teachers. It allows teachers to share documents, post assignments, and collect assignments online. Also during the 2014-2015 school year, we budgeted for the transition to a 1:1 Chromebook environment for the future.

In June 2015 we provided every teacher and teaching assistant with a Chromebook. This allows our faculty to work with the device and become more comfortable in its use for



Cyrus Peirce School 1:1 Chromebook Student/Parent Handbook

September. Moving Forward we will distribute a Chromebook to every CPS student. Details for distribution will be outlined in another document.

There are many benefits of being in a 1:1 learning environment. Teachers will no longer wonder if they can access technology for their class. While we do not anticipate students using the Chromebooks in every lesson in every class on every day, access will no longer be an obstacle. Some classes will use the Chromebooks more frequently than others. In addition to access, collaboration will be greatly enhanced. Collaboration between students and between students and teachers will be able to occur through Google. Already, teachers are providing real-time feedback on student assignments and writing. Going 1:1 will open up many doors to our students and allow us to provide an even better learning experience.

Providing every student with a Chromebook will not be transformative in and of itself. Effective instruction is all about effective teachers. We will continue to focus our efforts on improving instruction by providing professional development and training for our teachers. By eliminating the obstacle of access to technology, our teachers will be well-equipped to improve instruction at CPS. The possibilities are amazing!



Parent/Guardian Responsibilities

CPS is committed to equipping all parents/guardians with the necessary tools and information to ensure the safe use of the Chromebook in the home. There are several responsibilities assumed by the parent/guardian as outlined below:

Parent/Guardian Responsibility: In order for students to be allowed to take their Chromebook home, both the student and the parent/guardian must sign the Student/Parent Chromebook Agreement form.

Students will be reminded at the start of each year of the handbook guidelines, the acceptable use policy, internet safety & digital citizenship, and responsibilities of students, parents/guardians, and the school.

Orientation presentation that was given in the past:

http://prezi.com/8nsotyqipom9/?utm_campaign=share&utm_medium=copy

Accept Liability

Parent/Guardian Responsibility: The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Lost due to negligence
- Stolen, but not reported to the school and/or police in a timely manner

Monitor Student Use

Parent/Guardian Responsibility: The parent/guardian must agree to monitor student use at home and away from school. Some suggestions include:

- Develop a set of rules/expectations for Chromebook use at home, including charging the device and not using the device after the bedtime hour.
- Know your child's password and login information for the Chromebook and any email or social media site they use.
- Periodically and randomly check the Chrome browser history
- Demonstrate interest in what your child is doing on the Chromebook. Ask questions and request that they show you the work they are doing.
- Daily conversations over dinner can include information you learn from visiting teacher websites including Google Classroom, as well as information in the Aspen parent portal.



Cyrus Peirce School 1:1 Chromebook Student/Parent Handbook

Support Student Internet Safety & Digital Citizenship

Shared Responsibility: Both the school and parents/guardians share the responsibility of educating students about Internet safety and digital citizenship. Students are to be reminded that everything that they send out via message, email, or social media leaves a digital footprint. In fact, it is more like a digital tattoo - nearly impossible to remove. Our goal is to have students leave CPS with a clean digital footprint. Therefore, nothing should be posted online about a student that would not meet the approval of parents/guardians, teachers, and administrators.



Chromebook Rules & Guidelines

These rules and guidelines are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a school-owned Chromebook. Violations of these rules and guidelines will result in disciplinary action.

Each student will be responsible for:

- Arriving at school with their fully-charged Chromebook and carrying case.
- Attending each class with their Chromebook and carrying case.
- Agreeing to and signing the Chromebook Agreement & Acceptable Use Form.
- Logging in under their assigned @npsk.org username and password and NOT sharing their password with other students.

All use of Chromebook technology must:

- Be school appropriate.
- Follow local, state, and federal laws.
- Support learning.

Security reminders:

- Do not share logins or passwords with classmates/peers.
- Do share logins and passwords with parents/guardians.
- Do not do anything that could be interpreted as cyberbullying or harassment.
- No hacking that is not approved by the school is acceptable.
- Follow Internet safety guidelines.
- If you leave your Chromebook in a locker, do not pile stuff on top and lock the locker.

Activities requiring Teacher permission:

- Using headphones in class.
- Downloading apps/extensions to the Chromebook.
- Playing games.
- Instant messaging.

Charging the Chromebooks:

- It is the student's responsibility to arrive to school with the Chromebook charged.
- Charging stations will be available in the school.
- It is recommended that you use a surge protector when charging your device.



Cyrus Peirce School 1:1 Chromebook Student/Parent Handbook

Care & Maintenance:

- To clean your Chromebook screen, use only wipes that are designed for computer screens.
- Never spray cleaners directly on your Chromebook.
- The trackpad will be damaged if not used properly, never use a pencil, eraser, or other object on the trackpad.
- Since the Chromebooks DO NOT have touch screens, avoid touching the screen.
- To maximize battery life, occasionally let your battery run all the way down before charging your Chromebook completely.
- Carry your Chromebook in the case provided when travelling from class to class.

Headphones & Mice:

- Students may use their own headphones with teacher permission.
- Students may bring their own mouse if preferred over trackpad.

Stickers:

- No stickers are allowed to be placed directly on the Chromebook.

Gmail:

- All students have a Google account typically: Lastname_FIMI@npsk.org
- Students may use this account to email teachers or classmates.
- Email is to be used for educational purposes.
- Every email message is archived and is the property of the school.

Music, Videos, Games:

- As bandwidth in the school is limited, streaming music from the Internet (Pandora, Google Play, etc.) is not allowed without teacher permission.
- YouTube should not be accessed to listen to music or view videos without teacher permission.
- Chromebooks may not be used for any kind of streaming, watching videos, or listening to music during lunch, as some classes are in session and need the bandwidth.
- Online gaming on a Chromebook is not permitted in school without teacher permission.

Printing

- We are striving for as close to a paperless environment, as possible. Students are encouraged to limit what they print from their Chromebook and must get permission from a teacher to print anything at school.



Technology Discipline

Technology/Chromebook-Related Behavior Violations:

- Off-task use of email, instant messaging, internet surfing, gaming, streaming without teacher permission.
- Cutting/Pasting or any use of information without citing sources (Plagiarism).
- Cyber-bullying or harassment (Bullying/Harassment).
- Damaging, defacing Chromebooks (Vandalism).
- Inappropriate language.
- Accessing inappropriate web content.
- Using another student's account without authorization.
- Unauthorized downloading of content, apps, extensions, etc.
- Arrival to school without Chromebook or with an uncharged Chromebook (Lack of Preparation).
- Chronic technology violations of any of the above.

Progressive Discipline:

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline steps may include (not necessarily in this order):

- Verbal warning.
- In-class consequence/intervention.*
- Parent contact.
- Referral to administration.
- School-based consequence.
- Loss of Chromebook for a class period.
- Loss of Chromebook for an extended period of time.
- Suspension.

*In-class interventions may include: verbal warnings, seating changes, teacher contact with home.



Cyrus Peirce School 1:1 Chromebook Student/Parent Handbook

Chromebook Security

All student and staff Chromebooks will be monitored with the GoGuardian Chromebook monitoring, filtering, and theft recovery software. <https://www.goguardian.com/>

The GoGuardian program will provide the school with data, as needed, on student use of the Chromebooks. It will also allow us to track devices in the case of loss or theft.



2017-2018 Chromebook Repair and Replacement Process

The Chromebook repair and replacement process for Nantucket Public Schools will be changing for the 2017-2018 school year. We will no longer be contracting for accidental damage insurance. In its' place, we will be providing an extended warranty and accidental damage coverage for all devices purchased after July 1, 2017. Devices purchased prior to July 1, 2017 will be covered under the per incident cost schedule.

The repair and replacement process will be as follows:

1. Repairs and replacements covered under the manufacturer's extended warranty will be covered at no cost.
2. Repairs and replacements originating from accidental damage will be charged at \$25.00 per incident
3. Repairs and replacements originating from malicious damage (thrown, stepped on, etc.) will be charged at the actual cost for repair or replacement

Procedure

1. A Chromebook that has been damaged or is not working will be reported to the CPS front office or tech department as soon as possible
2. The Chromebook will be evaluated by the technology department.
 - a. If the device is not damaged and just needs some configuration updates, there will be no cost to the student for repair.
 - b. If the device issue is covered under the manufacturer's warranty it will be repaired at no cost to the student.
 - c. If the device is damaged and covered under accidental damage it will be repaired or replaced at a per incident charge
3. Students will be able to sign out for a loaner device during school hours. Loaners are to be checked out at the beginning of the school day and returned at the end of the school day
4. Payment must be received before the device is returned to the student

I have read and understand the terms and conditions for use of a Nantucket Public Schools Student Chromebook.

Name

Date



Acceptable Use Policy

Adopted: June 7, 2011
Policy: IJNDB

Nantucket Public Schools

ACCEPTABLE USE POLICY - TECHNOLOGY

Purpose

The Nantucket Public Schools provides access to its network and technology services, including use of the Internet, for the purpose of preparing students for success and life in the 21st century. The network and technology services include all hardware and software used to create, transmit and receive digital data both internally and over the Internet.

The Nantucket Public Schools (“NPS”) provides faculty, staff, students, volunteers, authorized guests and members of the community (“Users”) with access to the NPS network and technology services, including use of the Internet, in accordance with this Acceptable Use Policy. A “User” is a staff member, administrator, student, volunteer, community member or authorized guest who utilizes the NPS network and technology services. It is expected that all users of the NPS network services and technology devices will use such services and devices for educational purposes only and act in an ethical and respectful manner.

Use of the NPS network and technology services, including use of the Internet, shall be limited to educational purposes, including, but not limited to, classroom activities, educational research, professional or career development, high quality self-discovery, administrative functions, data collection, analysis and reporting.

Availability

The NPS network and technology services includes all digital devices that can create, transmit and receive digital media including, but not limited to, desktop computers, laptops, mobile devices and smart phones, network infrastructure, servers, printers and peripherals, the NPS website and access to the Internet. This includes personally owned computers, mobile devices and smart phones on district premises and that utilize the NPS network.

The use of the NPS network services and email is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such



Cyrus Peirce School 1:1 Chromebook Student/Parent Handbook

regulations and procedures. Noncompliance with application regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of Nantucket Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Nantucket Public Schools.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures and user agreements, consistent with the purposes and mission of the Nantucket Public Schools as well as with law and policy governing copyright (MASC).

Monitored Use

Users of the NPS network and all digital services have no expectation of privacy for any materials including email, attachments, documents, images, blogs, wikis, podcasts and any other creation, storage and transmission of digital media. The district has the right and responsibility to monitor the use of the Internet and email. Deleting an email or file does not imply that it is removed from the system. All email is archived and all data is backed up on a regular basis.

Users will not attempt to circumvent security measures such as content filtering, virus protection and firewall services.

Accidental Damage vs. Negligence:

It is recognized that accidents do happen. There is a difference between accidents and negligence. After investigation by school administration and determination by the repair company, if the Chromebook is deemed to be intentionally damaged by the student, the student may be subject to discipline and assessed the cost of repair or replacement.

Liability

The Nantucket Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence by users. The Nantucket Public Schools shall not be responsible for ensuring accuracy or usability of any information found on external networks or costs incurred.



**Cyrus Peirce School
1:1 Chromebook Student/Parent Handbook**

Frequently Asked Questions

Coming soon - once questions begin to come in.



Cyrus Peirce School
1:1 Chromebook Student/Parent Handbook

STUDENT/PARENT CHROMEBOOK AGREEMENT

Student Name (Please Print): _____

Parent Name (Please Print): _____

Terms of Agreement

In this agreement, both the student and the parent/guardian are responsible for the care of the device and compliance with the specifics outlined below. In this agreement, the terms "you" and "your" shall mean the CPS student and his/her parents/guardians.

Terms:	<p>You will be issued a Dell Chromebook 11" laptop, a protective case, and the power cord/charger.</p> <p>You will comply with the CPS 1:1 Chromebook Handbook at all times.</p>
Ownership:	<p>The Chromebook belongs to the Nantucket Public Schools. Your right to possess and use the Chromebook is conditioned upon your full compliance with this agreement and the policies/procedures outlined in the handbook. This includes the responsibility to keep the Chromebook in good condition and charged for each day of school.</p> <p>Your possession of the Chromebook will end on the collection date set by the school unless terminated earlier by the school due to withdrawal from the district or loss of privilege due to misuse.</p>
Lost, Stolen, or Damaged Equipment	<p>You must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, you must also file a police report.</p> <p>If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you may be responsible for the cost of repair or replacement.</p> <p>All parents are strongly encouraged to participate in the optional insurance plan outlined on a separate document.</p>
Sanctions for violations	<p>Any activity that violates the policies and procedures outlined in the 1:1 Chromebook Handbook should be reported to a school administrator. Violations of the handbook policies and procedures may result in disciplinary actions. These may include the revocation of access privileges.</p>
Acceptable Use & 1:1 Handbook	<p>You must read the Nantucket Public Schools Acceptable Use Policy and the complete 1:1 Chromebook Handbook.</p>

Acceptance of Terms

By signing this form, both the student and parent/guardian confirm their understanding of the information in this agreement. You also confirm that you have read, understand, and accept the terms of the CPS 1:1 Chromebook Handbook and the Nantucket Public Schools Acceptable Use Policy.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____