

Nantucket High School
1:1 Chromebook Student/Parent Handbook

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Overview

Nantucket High School will now be a 1:1 Chromebook learning environment. Every student in grades 9-11 will be issued a Chromebook laptop. Students in grade 12 will be able to bring their own device (BYOD). 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 in grades 9-11 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 NHS we are guided by “Whaler Pride.” 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.

NHS 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. Insurance through GoCare is optional and strongly encouraged to protect device against cracked screens, liquid spills, theft, and vandalism.

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10. Students will be issued the same device each year they are in attendance at NHS.
11. The price that the district paid for the Chromebook includes: the laptop, case, warranty, and insurance.
12. The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the Chromebook.
13. Parents/Guardians are strongly encouraged to purchase the additional insurance policy through the school.
14. Students are expected to report any damage to their Chromebook as soon as possible and no later than the next school day.
15. 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.
16. Students may only log in under their assigned username. Students may not share their password with other students.
17. Students must share their password and login information with their parent/guardian.
18. Students may not loan their Chromebook to other students for any reason. Students who do so are responsible for any loss or damage.
19. NHS has installed monitoring software via GoGuardian to track the location of the Chromebook should it go missing and to randomly check content.
20. 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.

Parent/Guardian Responsibilities

NHS 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:

Attend the Chromebook Orientation Meeting & Sign the Student/Parent Chromebook Agreement

Parent/Guardian Responsibility: In order for students to be allowed to take their Chromebook home, both the student and the parent/guardian must attend a Chromebook orientation meeting

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in August and sign the Student/Parent Chromebook Agreement form. Check the NHS website and Aspen emails for dates/times.

The Chromebook orientation meetings will review highlights from this handbook, the acceptable use policy, internet safety & digital citizenship, and responsibilities of students, parents/guardians, and the school.

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.

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.

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- 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.

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.

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- 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.

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- 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.

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.

Damaged, Lost, or Stolen Equipment

Repairs:

Occasionally, unexpected problems do occur with Chromebooks that are not the fault of the user (computer crashes, browser errors, etc.). These issues will be remedied at no cost, and a loaner Chromebook will be issued to the student.

Loaner Chromebooks:

We will have some loaner Chromebooks available in the event that a device is out for repair or lost/stolen. Students chronically unprepared (forgetting to bring and/or charge their school-issued Chromebook) will be limited in their access to loaner Chromebooks.

Accidental Damage vs. Negligence:

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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.

Lost/Stolen Chromebook:

Students or parents/guardians must report lost or stolen Chromebooks to the school immediately. The circumstances of each situation will be investigated and students/families may be billed for damaged or lost equipment. For stolen Chromebooks, a report should be filed with the police department. If there is no clear evidence of theft, the student and parent/guardian will be responsible for the full cost of replacing the Chromebook.

Optional Insurance & Replacement Costs

Grades 9 and 10 will use the form for GO CARE

Grade 11 will use the NHS self insure form

Both provide the same protection

Liability Waiver

Dear Parent/Guardian;

Nantucket Public Schools is offering accidental damage insurance for the district supplied Chromebook your student will be receiving this school year. While you are not required to purchase the insurance, we strongly advise you to do so as this coverage will protect your student’s device against cracked screens, liquid spills, theft, vandalism, fire, flood and other natural disasters. If you choose not to purchase coverage for your student’s device, please be advised that you will be liable for any and all damages to the district supplied Chromebook while it is in their possession.

Repair costs will vary depending on the type of damage from \$25.00-\$50.00 per incident. Replacement cost for the device is \$250.00.

If you decide not to purchase the insurance, please sign below to accept full responsibility for your student’s device.

Signature: _____ Date: _____

Name (printed): _____

Thank you

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

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.

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.

Frequently Asked Questions

Coming soon - once questions begin to come in.

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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 NHS student and his/her parents/guardians.

Terms:	You will be issued a Chromebook 11" laptop, a protective case, and the power cord/charger. You will comply with the NHS 1:1 Chromebook Handbook at all times.
Ownership:	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. 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.
Lost, Stolen, or Damaged Equipment	You must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, you must also file a police report. 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. All parents are strongly encouraged to participate in the optional insurance plan outlined on a separate document.
Sanctions for violations	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.
Acceptable Use & 1:1 Handbook	You must read the Nantucket Public Schools Acceptable Use Policy and the complete 1:1 Chromebook Handbook.

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 NHS 1:1 Chromebook Handbook and the Nantucket Public Schools Acceptable Use Policy.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____