Access1:1@HMS Handbook
6th Grade Chromebook Pilot Program
2017-2018

Accountable

Collaborative

Students

Creative

Self-Directed

Engaged

ACCESS
1:1@HMS

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Access1:1@HMS

ACCESS1:1@HMS provides Highland students with technology to support their success at school and home, in the community, and with future careers.

The goal of this program is to develop Accountable, Collaborative, Creative, Engaged and Self-directed Students (ACCESS). The initiative provides each student with a Chromebook and aligns with the Applications of Learning.

How Access 1:1 Applies to Learning

- **Working on Teams:** Enhances collaboration and prepares students for future career paths
- **Self-Direction**: Offers anytime access which encourages students to be productive, responsible and self-directed in their own learning
- **Solving Problems:** Provides learners with tools for productivity, creativity, and critical thinking
- **Using Technology:** Expands learning opportunities at home and school
- **Communicating:** Allows learners to communicate locally and globally
- **Making Connections:** Extends curriculum across disciplines while building digital citizenship
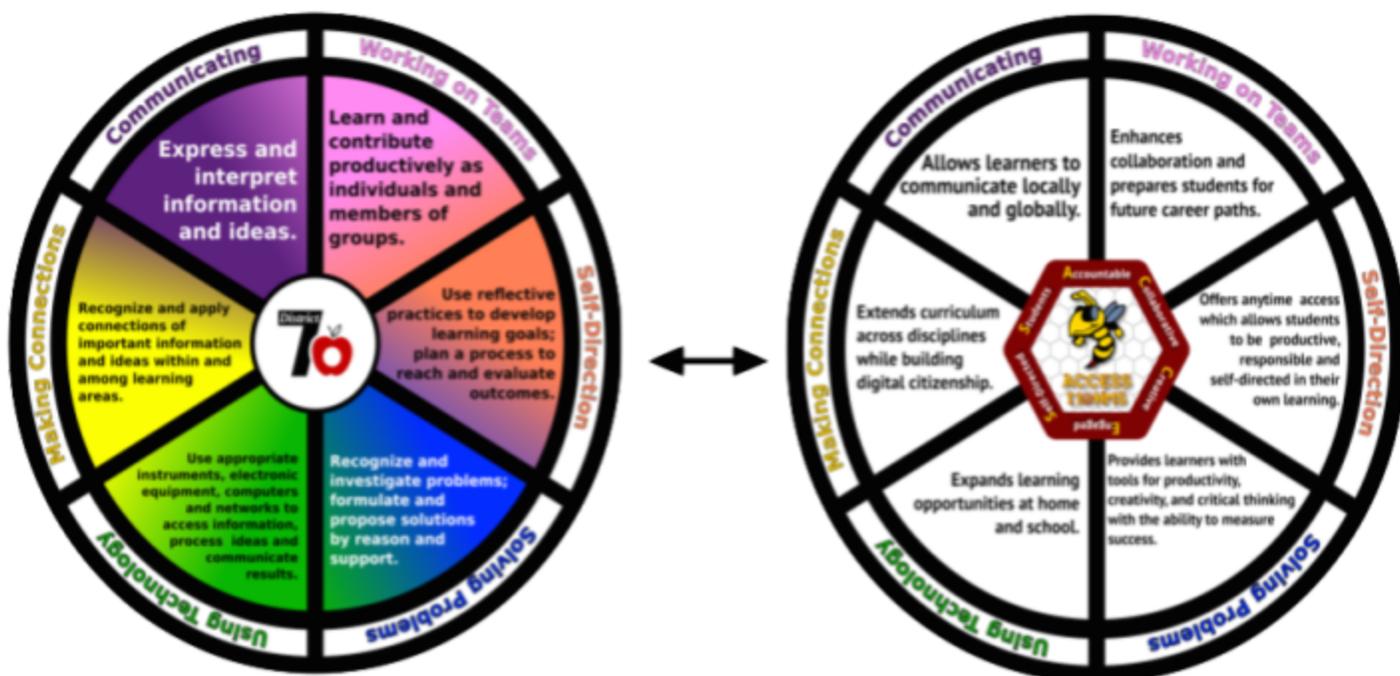
1.0 Distribution of Chromebooks

Students will be issued a Libertyville School District 70 Chromebook Kit after the parent and student sign The Highland Access 1:1 Chromebook Agreement which acknowledges and agrees to the:
- Handbook Guidelines for Access1:1@HMS
- Acceptable Use Procedures and Guidelines (AUPG)
- Student Technology Code of Ethics

Students who fail to follow the guidelines and expectations set forth therein may be subject to disciplinary action.

1.1 Chromebook Kits

Chromebook kits include a Chromebook, a power brick and cord, and a case with a strap. Students will supply headphones/earbuds.

1.2 Asset Tags

- All Chromebooks will be labeled with an asset tag. The asset tag indicates the Chromebook is property of the Libertyville School District 70 and provides information that links the specific student to the Chromebook that has been assigned.
- Asset tags may not be modified, removed, or tampered with in any way.

1.3 District Issued Usernames and Passwords

- Students will be issued a username and password. The issued username and password will be used to login to the Chromebook and other district sanctioned applications.
- Students **will share** their username and password with their parent/guardian.
- Students **will not share** their password with anyone else.

2.0 Responsibilities

2.1 Student Responsibilities:

Students are expected to:
- handle the Chromebook in an appropriate manner to ensure no damage occurs to the devices. Take good care of it!
- fully charge the Chromebook each night.
- bring the Chromebook to school each day.
- bring the Chromebook to each class unless otherwise directed by the teacher.
- use the Chromebook in a responsible manner by obeying school rules, the handbook guidelines and the Acceptable Use Procedures and Guidelines (AUPG).
- carry the Chromebook in its case at all times with the strap across the student's body.
- secure the Chromebook in **locked locker or designated area** when not in use.

2.2 Parent Responsibilities

A Chromebook has been issued to your child for the school year to improve and personalize his or her education as part of the Access1:1@HMS Program. It is essential to follow the Acceptable Use Procedures and Guidelines (AUPG) and Access1:1@HMS Handbook to ensure your child's safety online and the safe operation of the district's Chromebook.

2.2.1 Safety Online

- Talk to your child about values and the standards that your child should follow while using the Internet just as you would on the use of all media information sources, such as television, telephones, movies, and radio.
- Monitor your child's Internet activity and instruct your child on proper digital citizenship.
- Supervise your child's use of the Chromebook at home, setting parameters as to when and how long they are using technology of all kinds.
- Help your child maintain the Chromebook (or another assigned device) as a 1:1 learning tool in the pursuit of academic success.
- Review the [Technology Code of Ethics](#) with your child.

2.2.2 Parent/Guardian Financial Obligations

- Parent/Guardian may be held responsible for the cost of damages and/or repair to their child's Chromebook.
- Parent/Guardian may be held responsible for the cost of replacement of their child's Chromebook in the event of loss or theft of the device.
- Parent/Guardian may be held responsible for any damage or loss to a loaner Chromebook while it is in their child's possession.

3.0 Using the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by Libertyville School District 70. The Chromebooks have been set up and are to be used by the student only. No one will be able to sign in to the Chromebook except the student. Family members and friends should not have use of the Chromebook. Chromebooks that are broken or fail to work properly must be promptly taken to the Highland Learning Center (LC) for an evaluation of the equipment. Never try to repair the Chromebook yourself or have someone outside the district work on it, as this could void the warranty. Use the online [D70](#) [Help](#) [Center](#) to report needed repairs.

3.1 Precautions

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks fully charged to all classes. Protect the Chromebook at all times and follow general expectations regarding the device.

- Do not share passwords or usernames.
- Do not loan devices to other students.
- Do not borrow a device from another student.
- Cords, cables or removable storage devices must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks are property of District 70 and must remain free of any writing, drawing, stickers, or labels.
- Personalization of the Chromebook cases will be allowed. Name cards on cases must remain in the insert on the case.
- No food or drink is allowed next to your Chromebook.
- Students will keep the Chromebooks in the provided protective cases at all times.
- Chromebooks should be secured in a locked locker or designated area when not in use.
- Students are expected to bring the Chromebooks fully charged to school each day.
- Chromebooks are sensitive to extreme heat and cold. Leaving devices in cars or direct sunlight, may expose them to these conditions, is potentially harmful to the device, and should be avoided.
- Do not stack any books or other heavy materials on top of the Chromebook as it could cause the device to break.
- Chromebooks should not be left out or used near pets.
- Students may not attempt to remove or change the physical structure of their Chromebooks, including the keys, screen cover or plastic casing.
- Students are expected to keep their devices clean. Cleaning supplies are provided in the Highland Learning Center.

3.2 Unauthorized Access and/or Damage to Chromebooks of Other Students

- Accessing another person's account or Chromebook without their consent or knowledge is unacceptable and the student may be subject to disciplinary action.
- If a student accidentally or purposefully damages or breaks another student's Chromebook, case or charger, the student who caused the damage is responsible for all expenses related to repairs or replacement of the Chromebook, case or charger.

3.3 General Policies and Use

Students are responsible for the general care of the Chromebook that has been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Highland Learning Center (LC) and entered into the online [D70](#) [Help](#) [Center](#). District owned Chromebooks should never be repaired outside the district or taken to a third-party technology repair service. ***Students who fail to follow the guidelines and expectations may be subject to disciplinary action.***

3.3.1 Screen Care

- The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from pressure on the screen.
- Lift the Chromebook by the base only (not by the screen).
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything near or on top of the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth (do not use any cleaning solvents).
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paperclips, or flash drives).

3.3.2 Charging the Chromebook

- Chromebook chargers are to be kept at home.
- Chromebooks must be brought to school each day fully charged.
- Repeat violations may result in disciplinary action.

3.3.3 Chromebook Left at Home

- If students leave their Chromebook at home, they are still responsible for getting the coursework completed as if they had their Chromebook present.
- The student will need to go to the Highland Learning Center (LC) to checkout a temporary loaner, if available. The student will be responsible for any damage or loss to the temporary loaner while it is in their possession.
- The temporary loaner Chromebook must be returned to the LC by 3:45 p.m.

3.3.4 Chromebook Issues

- If the student Chromebook is not working:
    - Student will follow the troubleshooting guides at the online D70 Help Center (help.d70schools.org).
    - If the chromebook still is not working, student will submit a help request via the online D70 Help Center.
    - Student will bring the Chromebook to the Highland LC and receive an extended loaner.**
- If Chromebook is damaged/broken:

    Student will submit a help request using the online D70 Help Center system. Student will bring the Chromebook to the Highland LC and receive a extended loaner.**

    ** Extended Loaner Chromebooks
    If an extended loaner Chromebook is available, one will be checked out to the student. The Technology Department will notify the student via email when repairs are complete and the device can be picked up after the extended loaner Chromebook is returned to the Highland LC. Reports of abuse will be reported to the Administration.

    Note: Extended Loaner is a chromebook loaned to a student when their chromebook is needing to be fixed.
    Temporary Loaner is a chromebook loaned to a student just for the day because they forgot theirs or they didn't charge it.

3.3.5 Estimated Costs for Damages/Repairs

Please see website for approximate pricing:
http://access1to1.weebly.com/costs.html

3.3.6 Images/Screensavers/Wallpaper

- The Chromebooks are to be used for educational purposes only.
- Inappropriate media is not allowed on the device and may not be used as a screensaver or wallpaper.
- Appropriate use of the camera is expected.

3.3.7 No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. By using a Chromebook, students understand that District personnel may, without prior notice or consent, login, supervise, access, view, monitor, and record use of student Chromebooks while on school premises or while engaged in a school sanctioned

activity. The district does not have the ability to activate the camera.

3.4 Using Chromebooks at Home

Students are encouraged to use their Chromebooks at home. Chromebooks can be used to extend and enhance learning outside of school. In order to do this, students need to take precaution to protect and store the Chromebook while in use at home.

3.4.1 Content Filter

Students are bound by the District Acceptable Use Procedures and Guidelines and this handbook whenever using their Chromebook. The district will be providing a web filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA), and that will also work when the Chromebook is offsite. However, no content filter is completely foolproof, so students should be encouraged to work at home in plain sight of their parents and not behind closed doors.

3.4.2 Printing

You may add your printer at home. Please refer to "printing from home" information found at http://access1to1.weebly.com/resources.html

3.4.3 Wifi

A Wifi Internet connection will be required for a majority of the Chromebook use. Some activities can be done without Internet and students will receive instruction on how to use the Chromebook for working offline. For further Wifi information, please see http://access1to1.weebly.com/resources.html

3.5 Uses at School

The students will be using a variety of applications for education in the classroom.
Any violation of these expectations may result in disciplinary action.

3.5.1 Google Applications

Students will be using Google Apps for Education (GAFE), which is a suite of applications and collaboration tools. This includes Google Docs, Spreadsheets, Slides, Drawings and Forms. All work will be stored in individual Google Accounts managed by the School District. Students will only be able to communicate with Libertyville School District 70 staff and students. All work is stored in the cloud.

3.5.2 Assessments

Students may use devices for formative, summative, and standardized testing.

3.5.3 Chrome Apps and Extensions

Students are not allowed to install Chrome apps or extensions from the Chrome Web Store. Some district installed apps may be available for use when the Chromebook is not connected to Wifi.

3.5.4 Music, Videos, Games, Apps, Extensions, or Programs

Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District's Internet service provider's terms of service and could lead to limitation or suspension of the District's Internet service.

3.5.5 Inappropriate Content

Parents should set expectations for appropriate content, music, and videos on their student's device. Inappropriate content will not be allowed on devices.

3.5.6 Sound

Sound must be muted while at school unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

3.5.7 Deleting Files/Apps

Students should not delete any apps, folders or files that they did not create or that they do not recognize. Deletion of files or apps may interfere with your ability to complete certain coursework and may inadvertently affect student grades.

3.5.8 Printing

Students will be allowed to print at school as directed by the teacher.

3.5.9 Managing Files and Saving Work

The majority of the student's work will be saved in their Google Drive and can be accessed from any device with an Internet connection. Some files may be stored on the Chromebook's hard drive. Students will be instructed on how to use the Chromebook's offline capabilities.

4.0 Digital Citizenship

Students will participate in Digital Citizenship lessons and will also review the code of ethics throughout various courses during the year.

5.0 Returning Chromebook Kits

5.1 Students leaving the district before the end of year

When a student leaves the district before the end of a school year, students must return the complete Chromebook Kit to the Highland LC. If the Kit is not returned, parents/guardians will be responsible for the cost of a Highland Chromebook Kit.

5.2 End of school year, students who are continuing at Highland

More information will follow later in the year.

For resources about ACCESS 1:1@HMS please visit: http://access1to1.weebly.com/

Please note that the ACCESS 1:1@HMS program is a pilot program. Terms and conditions of this handbook are subject to change so that the needs of students can best be met.

Student Name: _____

Highland ACCESS 1:1 Chromebook Agreement

Libertyville School District 70 has initiated a pilot program to issue each 6th grade student a Chromebook Kit for the 2017-2018 school year. Participation in this program is subject to the following terms and conditions:

- The student must be actively enrolled at Highland Middle School.
- The Chromebook Kit, which includes a Chromebook, case and charger, is on loan and remains the property of Libertyville School District 70.
- Both student and parent/guardian agree to adhere to the terms and conditions of the Access1:1@HMS Handbook, the district AUPG, and the Parent/Student Handbook.
- The student shall be the exclusive user of the assigned Chromebook and shall not grant access to any other individual.
- The student must comply with all applicable software license agreements.
- The care and maintenance of the Chromebook Kit is the responsibility of the student and parent/guardian while in their possession.
- The Chromebook Kit must be returned to Highland LC when leaving Libertyville School District 70.
- There will be a fee assessed if the Chromebook and/or items in the Kit are broken, lost, damaged or not returned.

I have read the Access1:1@HMS Handbook and agree to abide by the terms and conditions as mentioned in the Handbook.

Student Name (Print) _____

Student Signature _____Date: _____

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature_____Date: _____

Quick Chromebook Student Guidelines

Classroom

✓ Bring your Chromebook to class each day, charged.

✓ Keep your Chromebook in the case.

✓ Follow your teacher's directions when using your Chromebook.

✓ Bring earbuds/headphones to class each day.

Lockers

✓ Chromebooks should be stored on its side standing up or on top of books.

✓ Never pile things on top of your Chromebook.

✓ Always lock your locker and scramble your lock.

Transporting

✓ Keep your Chromebook properly secured in the case/sleeve at all times.

✓ Chromebooks should be carried in a zipped case with the strap across your body.

✓ Never leave your Chromebook unattended in a hallway for any reason.

Home

✓ The power cord/charger remains at home.

✓ Charge your Chromebook fully each night.

✓ Use your Chromebook in a common room of the home.

✓ Store your Chromebook on a desk or table - never on the floor.

✓ Protect your Chromebook from extreme heat or cold, food/drinks, and pets.

Personalization

✓ You may personalize your Chromebook case only in a school appropriate manner.

✓ You may only keep your earbuds in the pocket of the case.

✓ You will keep your Chromebook clean.

✓ You may not personalize or remove the ID card from the case.

✓ You may not personalize the Chromebook itself.