



Straight A Grant Chromebook Handbook



Mission

Reading Expands All Children's Horizons

REACH is a K-1 literacy initiative that will bolster reading achievement by engaging parents as their children's at-home learning partners

The mission of the 1 to 1 REACH Learning Initiative at Piqua City Schools is to create a collaborative and engaging learning environment for our K-1 learners. This environment will enable and support students and parents to through 1:1 Chrombooks and educational media, REACH will extend learning beyond the school day into homes and communities for anytime/anywhere learning opportunities. Teacher-designed and common core-aligned, REACH's engaging multimedia reading modules will motivate parents and excite children to practice reading through the REACH website and the free digital media library, PBS LearningMedia

Why Chromebooks?

1. Chromebooks represent a new "space" in technology. This space is between the mobile space (smartphones and iPods) and the portable space (laptops and netbooks).
2. Personalize learning: it is widely recognized the "1 to many" one-way knowledge-transfer model is fast becoming antiquated. As teachers begin to create new ways of tackling this issue, the Chromebook can play a useful role in this transformation.
3. Low maintenance: The Chromebook needs minimal maintenance. It is a web-based device so there is no need for downloading or installing. There is less need for invasive technical support.
4. It is a blank canvas: the Chromebook is an engaging device which can transform the way young people learn.
5. Instant-on and longer battery life than laptops.
6. Auto-save: student work on the Chromebook saves automatically to the Google Cloud.
7. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

8. Works seamlessly with Google Apps for Education.

9. Flexible, cost-effective, lightweight, device.

Goals for Students

1. To increase students' productivity and engagement in and outside the classroom.
2. To provide anytime access to learning via content rich media, web tools and applications, educational resources, textbooks, and collaborative opportunities.
3. To prepare students to live and work in a digital environment by applying the knowledge and skills needed for future learning and workforce.

Chromebook Distribution

1. Students and parents must attend an orientation session to receive their equipment. Each student will receive a Chromebook, protective case, and AC charger. Orientations will be held at various times. Please check the 1:1 learning website, <http://www.piqua.org/Reach.aspx> for times and locations.
2. Parents/Guardians and students must sign and return the signed permission form, 1 to 1 student expectations agreement before a Chromebook is issued to the students.
3. The Chromebook and accessories are the property of Piqua City Schools and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school issued GAFE account.

Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the school principal. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device.

Chromebook Returns

1. Chromebooks and all accessories will be returned during the final week of school and upon request to the school in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/guardian will be charged a fee for needed repairs. Fees will not exceed the cost of replacement. Administration will make the final determination of any fees assessed. Failure to return Chromebook will result in full replacement cost of \$448.00. The District may also file a report of stolen property with local law enforcement.
2. Multiple claims may be subject to future Chromebook restrictions.
3. Power chargers and cases will be subject to replacement fees if they are not returned in good working order or are damaged/lost during the school year.
4. Chromebooks and accessories must be returned to the school on the last day of a student's attendance when a student transfers out of the school district, is expelled, or terminates enrollment for any reason. Failure to return equipment will result in the student being charged the full replacement cost. The District may also file a report of stolen property with local law enforcement.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the district as soon as possible. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students are responsible for all damages to their assigned Chromebook.

General Precautions

- Chromebooks should not be used near liquids or food.
- Never lift a Chromebook by the screen or carry it with the lid open.
- Chromebooks must remain free of any writing, stickers, or labels.
- Do not attempt to gain access to the internal electronics of the Chromebook as it may void the warranty.
- No “jail breaking” of a Chromebook.
- Do not place heavy objects on top Chromebook lid.
- Chromebooks are issued with a unique identification number which should not be marred, modified, or removed.
- Chromebooks must never be left in an unsecured area like the hallway, unlocked locker, or any unsupervised area during or after school.
- Chromebooks should be always stored in the carrying case to avoid putting any pressure on the screen.
- Chromebooks must not be left in a vehicle or location that is not temperature controlled.
- Charging cords, flash drives must be inserted carefully into the Chromebook to prevent damage. Be aware of tripping hazard when cord is plugged in while computer is in use or charging.
- Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook rests solely with that individual. Students should not lend their Chromebooks to another person.
- When the Chromebook is not in use or is being transported always close the lid and keep in the protective case.
- Use the Chromebook on a sturdy, flat surface that allows for adequate air circulation. Placing the Chromebook on a pillow or bed while running or blocking air vents can cause it to overheat.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not put pressure on the top of a Chromebook when the lid is closed.
- Do not store a Chromebook with the lid open.
- Do not place anything in the protective case that will press against the cover.
- Make sure nothing is on the keyboard before closing the lid (e.g. pencils, pens, etc)
- Only clean the screen with a soft, dry microfiber or anti-static cloth.
- Do not use window cleaners, household cleaners, aerosol sprays, solvents, ammonia, or abrasives to clean the Chromebook.

Student Responsibilities

- Students must submit their Chromebooks to school personnel upon request.
- Students must place Chromebook in a secure location when not in use or in an unsupervised area.
- Chromebooks should be used for educational purposes.
- Students should protect their computer and personal account passwords and should never share them with others.
- Personalized screensavers or backgrounds are permitted as long as they are school appropriate. Images that are deemed inappropriate, provocative, obscene, violent, or the like will be subject to disciplinary action.
- The District is not providing peripherals or tech support for devices such as earbuds, a mouse, speakers, or external keyboards.
- Students/parents are expected to report any damages or operational failures to the district immediately. A loaner Chromebook may be issued to students if repairs or further investigation is needed. A limited number of “loaner” Chromebooks are available so having a loaner is not guaranteed.
- Students may set up and connect their Chromebooks to wireless networks outside of school.

Replacement cost estimates: (costs will be subject to change)

Chromebook: \$448.00

AC Charger: \$34.00

Protective case: \$ 30.00

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school.

Google Apps for Education

Piqua City Schools will be using the Google Apps for Education suite of productivity and collaboration tools. This includes Google Drive, word processing, spreadsheets, presentations, drawings and forms as well as other Google products.

Email

At this point K-12 students Google accounts do not have access to email. The accounts are currently only used for authentication and to access other Google resources provided by our GAFE.

Chrome Web Apps and Extensions- Students are allowed to install appropriate Chrome web apps and extensions from the Piqua Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. Some web apps will be available to use when the

Chromebook is not connected to the Internet.

Printing at School- Students are encouraged to create, publish, and share digitally. Students will not be able to print directly from their Chromebook at school.

Printing at Home- Chromebooks do not support printing from local printers via the USB port. To print from your Chromebook, you can use the Google Cloud Print service to print. To connect your printer to Google's Cloud Print, visit Google's Connect your printer to Google Cloud Print page. Once you've added a printer, press Ctrl+P to print from your Chromebook. For more information, visit the Chrome OS Help Center.

Operating System and Security

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

The Chromebooks operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. 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.

Technical Support Outside of School

There will be a FAQ page available online at <http://www.piqua.org/reach-faq.aspx>, for common troubleshooting.

Digital Citizenship

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 threats, 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, intimidate, 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.
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 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.

Social Media Guidelines

Educational Purpose

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, as well as learn through those experiences, our students participate in using a variety of social media applications (for example: blogs, wikis, podcasts) and content creation sites (for example: Animoto, Glogster, Blogger). To protect student privacy and ensure safely the following guidelines are to be followed:

Teacher Responsibilities

- Ensure suggested sites are age-appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites.
- Be aware of and adhere to the federal Children's Online Privacy Protection Act laws and District Policies.

Student Responsibilities

- When creating accounts, provide their full first name and only the first two letters of their last name.
- When asked to provide birth date information, all students will use January 1 of birth year.
- Students will not share personal, identifiable information. (i.e.: school name, location, etc.)
- Students will use group pictures of students and/ or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.

Parent/ Guardian Responsibilities

- Monitor student Internet and social media website use at home.
- Contact teacher who has assigned the project if any questions or concerns arise.
- Parents/Guardians are encouraged to obtain their child's account information in order to monitor the student's computer usage at home.

Parent's Guide to Safe and Responsible Student

Internet Use

The Piqua City School District recognizes that new technologies come with new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in a visibly open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/ him how to act as s/he works and socializes online.
3. **Review your child's online interactions with others.** Discuss with your child the sites they interact with so that they are following internet safety guidelines.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
6. **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
7. **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that parents have working understanding of the programs and student work found on the Chromebook

1:1 Student Expectations

In signing the Technology User Agreement you committed to follow all user guidelines and student 1:1 expectations understanding that violating these guidelines and expectations may result in disciplinary action.

As a learner:

1. I will be responsible for my Chromebook at all times.
 - My Chromebook will never be left unattended.
 - My Chromebook will be situated securely on a flat, stable work surface.
 - My Chromebook will be treated carefully so it is not subjected to malicious or accidental damage (i.e. as a result of horseplay).
 - I will take care that my Chromebook is transported as securely as possible. My Chromebook will always be carried around in its protective case outside of class and to/from school.
 - I will carry my Chromebook in the closed position inside of the carrying case and use the handles.
2. I will store my Chromebook in a **secured** space when not in use. The Chromebook should **at no time** have items stacked on top of it.
3. I will not decorate, draw, or write on my Chromebook or case, nor allow it to be subject to graffiti.
4. I will keep my Chromebook at a safe distance from food or liquids.
5. I will keep personal accounts/passwords private and will adhere to proper digital citizenship guidelines.
6. I will report any problems or damages to my Chromebook