



# AWEC Chromebook Policies and Procedures 2015

*In the 21st Century there is a growing expectation that education blend the use of technology with an engaging and rich learning environment. In order to prepare students at Annapolis West Education Centre as digital citizens, students have access to individual Chromebooks to personalize their education and gain access to a suite of digital tools. This is just one of many tools that can be blended with the traditional classroom, but it comes with a necessary awareness of digital rights and responsibilities.*

The purpose of this document is to outline school policies and procedures in the use of Chromebook technology at Annapolis West Education Centre. The policies highlighted in this document are intended to work along with existing Annapolis Valley Regional School Board and Nova Scotia Department of Education policies and will act as a foundation for classroom requirements, which may be set by individual teachers.

**Chromebooks issued directly to students are the property of the Annapolis Valley Regional School Board. All users will follow this policy along with the AVRSB Public School Network Access and Use Policy.**

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## 1. Receiving and Returning Your Chromebook

### *Receiving Your Chromebook*

Chromebooks will be distributed to students for use during the regular school year. Students will receive a Chromebook, power adapter, and protective sleeve - and will be expected to return the items at the end of the school year in the same condition.

All Chromebooks are inventoried and labelled for identification. Students are not permitted to tamper or obstruct identification tags.

Parents and students must sign and return the Chromebook agreement before the equipment can be issued.

### *Returning Your Chromebook*

AWEC students are issued a Chromebook during the school year for as long as they are enrolled at the school. Students will be required to return all of the issued technology if they transfer from the school or at the end of the school year at a set date. Chromebooks are stored over the summer months and the same device is re-issued to returning students in the new school year.

As the Chromebooks are school property, damage, loss, or theft of the property will be treated seriously and dealt with accordingly on a case-by-case basis within AVRSB policy and legal boundaries. Users are expected to show reasonable care in the use of the technology (as outlined in Using Your Chromebook at Home and School).

## 2. Using Your Chromebook at Home and School

As the use of information and communication technology is a part of Nova Scotia curriculum, students are expected to use their Chromebooks at AWEC.

Students are permitted to use their Chromebooks at home, understanding that the technology is school property and covered under the AVRSB Public School Network Access and Use Policy, even when it used at home on a private network.

If a student does not bring their Chromebook home, they are responsible for securely storing the Chromebook in the provided protective sleeve at the school. Storage in a locker or locked cabinet is acceptable.

Any damage, loss, or theft of a Chromebook must be reported to AWEC administration immediately.

Any technical issues with the Chromebook must be reported to AWEC staff or AVRSB IT staff immediately. This includes, but is not limited to: battery issues, loss of network connectivity, Chrome OS issues, screen display issues, malfunctioning USB ports, keyboard malfunctions, and other hardware problems.

Any hardware or software repairs that are not caused by misuse will be covered without cost to the student.

However, repeated accidents may result in restrictions being placed on the user (see chart below).

Any hardware or software repairs or loss of the technology that are caused by misuse may result in disciplinary actions and restrictions placed on the user (see chart below).

Any reports of theft will be referred to the police.

<b>Incident</b> (which pertains to Chromebooks, chargers, and any other equipment issued to students)	<b>Necessary Actions</b> (these guidelines and actions may vary depending on extenuating circumstances)
Normal Maintenance and Repair not Caused by Misuse or Accidental Damage.	Reported immediately to AWEC administration or AVRSB IT staff. If repairs are required and determined to be necessary due to regular use, the student must return all equipment, as they will be issued a replacement Chromebook, charger, and case.
Accidental Damage (First Incident)	Reported immediately to AWEC administration. If repairs are required and determined to be accidental, the student must return all equipment, as they will be issued a replacement Chromebook, charger, and case.
Accidental Damage (Second Incident)	Reported immediately to AWEC administration. If repairs are required and determined to be accidental, the student must return all equipment. Based on availability, the student may be issued replacement equipment. Depending on the circumstances, they may have to use school-based technology to access their Google Apps for Education account.
Accidental Damage (All Subsequent Incidents)	Reported immediately to AWEC administration. If repairs are required and determined to be accidental, the student must return all equipment. The student will not be issued a replacement and will access their Google Apps for Education account on school-based technology. If the equipment is returned after repairs, limitations may be placed on its use, such as not bringing the device home.
Damage Due to Misuse	Reported immediately to AWEC administration. If repairs are required and determined to be caused by misuse, the student must return all equipment and appropriate consequences will be determined according to the Student Code of Conduct. The student will not be issued a replacement and will access their Google Apps for Education account on school-based technology. If the equipment is returned after repairs, limitations may be placed on its use, such as not bringing the device home.
Loss (of any equipment)	Reported immediately to AWEC administration, which will examine each case and the circumstances leading to the loss. Depending on the findings, the student may be issued a replacement or required to access their Google Apps for Education account on school-based technology. If a replacement is provided, limitations may be placed on its use, such as not bringing the device home.
Theft (of any equipment)	Reported immediately to AWEC administration, which will examine each case and the circumstances leading to the theft. Most cases will be referred to the police. Depending on the findings, the victim may be issued a replacement or required to access their Google Apps for Education account on school-based technology. If a replacement is provided, limitations may be placed on its use, such as not bringing the device home.

### 3. Care of your Chromebook

#### *General Guidelines*

The Chromebook is property of the Annapolis Valley Regional School Board.

The Chromebook is assigned for individual use. Other users, inside and outside the school, are not permitted to use the device.

The Chromebook, including the battery, is under warranty for repairs due to regular use. It is important that students take care in the use, transportation, and storage of the Chromebook to maximize its service.

Students are responsible for having their Chromebook charged for class.

All Chromebooks are marked with an engraved asset number and numbered with stickers for identification.

Students are not permitted to remove or distort these identifiers.

Students are prohibited from marking the surface of the Chromebook and/or accessories in any manner, including the use of stickers or labels.

Chromebooks and accessories cannot be left unattended in an unlocked or unsupervised location.

Cords and peripherals should be inserted and removed from the Chromebook with care.

Only use a dry cloth to clean a Chromebook. Never use water or cleaners.

Never expose a Chromebook to extreme cold or heat.

Do not eat or drink around a Chromebook.

Do not stack materials on top of a Chromebook, place it in a tight bag or space, or engage in any action that puts excessive pressure on the device.

Students are not permitted to access another student's Chromebook or Google Apps for Education account.

### 4. Access to Digital Tools and File Storage

As the Chromebook and the Google Apps for Education account are educational tools, students should limit the amount of personal use and recognize the limited expectation of privacy outlined in the AVRSB Public School Network Access and Use Policy.

Students should save their work to their Google Drive space in their Google Apps for Education account.

The limited physical storage on the Chromebooks is not backed up and should only be used for educational purposes.

The Chromebooks are managed virtually and it is the student's responsibility to backup locally stored data. The AVRSB is not responsible for lost data in the event the Chromebook is reset, updated, or reimaged.

Chromebook malfunctions are not an excuse for not submitting homework or communications. Students will not be penalized in the event of a school-wide network loss and their Google Apps for Education account is unavailable.

Students are not permitted to remove Chrome extensions/apps that are remotely loaded on their Chromebook by the AVRSB, school administration, or AWEC staff.

Any attempt to jailbreak or alter the operating software of the Chromebook will result in disciplinary action under the Student Code of Conduct.

The AVRSB, school administration, and AWEC staff have the right to limit the user's ability to install extensions and apps on the Chromebook.

The AVRSB, school administration, and AWEC staff have the right to remove (with no responsibility for lost content) extensions, apps, and content deemed to be inappropriate.

If allowed to install Chrome apps and extensions, the student is responsible for managing the apps and extension they place on the device. Poor performance and technical issues that arise as a result of apps and extensions installed by a student are not supported by AVRSB staff.

Chromebooks must be made available for physical inspection upon request from AVRSB staff, school administration, and AWEC staff. Staff may also inspect devices virtually at any time, without notice, through the Chromebook Management system.

# Student Use of Chromebooks Form

As a student at Annapolis West Education Centre, you have been issued a Chromebook to enhance your educational experience. This is a privilege that requires the ethical and appropriate use of technology as a digital citizen. *As with any technology in school, you are required to follow the AVRSB Public School Network Access and Use Policy. In addition, you are required to follow AWEC's Chromebook Policies and Procedures, and follow classroom and school policies in respect to the use of this tool in your education.*

In particular, you should be prepared to do the following to ensure that you get the most from this educational tool.

- Take care of your Chromebook, always knowing where it is and never leaving it unattended.
- Be a proactive digital citizen in the decisions you make using the Chromebook.
- Have your Chromebook charged for class at all times.
- Ensure the Chromebook is returned in the same condition it was received.
- Keeping your Chromebook in its protective sleeve when it is not in use, being stored, or being transported.
- Not marking the surface of the Chromebook or decorating it with stickers or labels.
- Immediately reporting any damage to staff.
- Taking responsibility for damage caused by neglect or abuse.
- Not trying to alter or reset the settings, apps, and extensions that are installed on the Chromebooks
- Respecting individual classroom rules and routines in the use of the Chromebook.

I/we understand that the issued Chromebook is intended solely for educational use under the terms and conditions outlined in this handbook and in the AVRSB Public School Network Access and Use Policy. I/we understand that the Chromebook may be taken home for school-related use, but must be at school every day. I/we understand that the Chromebook and accessories must be returned at the end of the school year or when enrollment at the school comes to an end the same condition they were received at the beginning of the school year.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_