
Update 8-16-22

Chromebook - Responsible Use Procedures and Guidelines

The focus of the one-to-one (1:1) Chromebooks at North Providence School Districts is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program and as a result increasing access to technology is essential. One learning tool of 21st Century students is the use of Chromebooks; individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the classroom teacher. Effective teaching strategies with a Chromebook integrates technology into the curriculum for anytime, anyplace, anywhere learning.

North Providence School District's 1:1 vision promotes a student-centered learning environment where technology supports curriculum. Technology use will be routine, transparent and encourage innovative teaching methods to ensure students' success. The district will provide ongoing professional development and tools to support North Providence students in an evolving digital world. The extended use of district owned technology is a privilege which requires responsible use as follows. This privilege may be revoked for failure to abide by these guidelines.

NPSD provides students and employees with extensive technology resources, including computing facilities, local area networks, internet access and email addresses.

The information within this document applies to all Chromebooks devices used at North Providence School District, including any other device considered by the Administration to come under this policy.

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Receipt of Your Chromebook

1.1 Receiving Your Chromebook

Chromebooks will be distributed to students who do not wish to you their own device. Before receiving a Chromebook, a parent or guardian must complete and return the following:

North Providence School District Chromebook Responsibility Agreement and Insurance Coverage

1.2 Chromebook Check-In

Chromebooks must be returned during the final week of each school year or if they transfer out of the North Providence School District to the school they were issued from.

1.3 Return Policies

Students who withdraw, complete graduation coursework early, or terminate enrollment at North Providence school District or for any other reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook upon termination of enrollment or Graduation, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution and/or civil liability. Failure to return the Chromebook will also result in a theft report being filed with the North Providence Police Department and may delay access to public school records.

The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Responsible Use Policy, Procedures and Guidelines (this document) and must return the device and accessories in satisfactory condition. The student will be charged a fee, detailed on page 5, for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.3.1 Students leaving the North Providence school District for more than 20 consecutive school days would be required to return the device prior to leaving. After the 20th day the Chromebook and associated student accounts will be deactivated and unusable.

1.4 Chromebook Identification

Chromebooks are tagged and inventoried by the district. Any attempt to modify, hide and/or remove NPSD identification tags will be subject to disciplinary action.

Students are prohibited from marking the Chromebook in any way, including stickers, pencil, ink, stamps, markers, etc

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be taken to the designated school location for equipment evaluation/review.

2.1 Carrying Chromebooks

The Chromebook should always be stored in a Backpack or “Sleeve” that is designed to carry a Laptop/Chromebook. It protects the Chromebook and provides protection when carrying at or away from school. Care must be taken when placing the Chromebook within its case or backpacks, folders and/or workbooks to avoid placing pressure and/or weight on the Chromebook screen.

2.2 Device Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is open or closed.
- No objects should be placed on the keyboard.
- Do not place anything near the Chromebook that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” or “drop” the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen.
- Check to make sure the keyboard area is clear of objects (like earbuds, keys, pens, etc.) before closing the lid - objects left in this area will crack the screen
- Students should be gentle and careful when plugging and unplugging the power charger and USB devices into and from the Chromebook; damage to these ports can necessitate motherboard replacement
- Students are prohibited from marking the Chromebook in any way, including stickers, pencil, ink, stamps, markers, etc.

A Chromebook should always be:

- used on sturdy surfaces such as desks and tables and not in laps
- fully turned off when not in use (not just closing the lid)
- viewed at a minimum distance of 12 inches from the screen
- used away from food and drink
- kept away from small children and pets

2.3 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their locker or kept with the student. Nothing should be placed on top of the Chromebook when stored in student lockers. Students are required to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should never be stored in a vehicle at any time due to the possibility of theft.

Do NOT leave your Chromebook in a place that is experiencing extreme heat or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

2.4 Chromebooks Left in Unsecured Areas

Under no circumstances should Chromebooks be left unsecured. Any Chromebook left unsecured is in danger of being stolen or damaged. If a Chromebook is found in an unsecured area, it will be taken to the office. Violations may result in loss of Chromebook privileges and/or other privileges.

2.5 Chromebook Use During Extracurricular Activities

Students are responsible for their district devices both in and out of school, including extracurricular events. Costs associated with a lost, stolen or damaged devices as stated in this Agreement also apply to extracurricular events. It is **not** the responsibility of the coach, bus driver, etc. to protect and/or store the device during extracurricular activities.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day and as such students are responsible for bringing their Chromebook to all classes unless informed otherwise by the classroom teacher. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, schedules, and other district resources may be accessed using the Chromebook.

STUDENTS MUST COME TO SCHOOL DAILY WITH A FULLY CHARGED CHROMEBOOK.

3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting course work completed as if they had their Chromebook present. If a loaner is available, they may check one out from the main Office or designated school area. If a student **repeatedly** (two or more times as determined by any teacher) leaves their Chromebook at home, they may lose their take-home privileges and be required to “check out” a Chromebook from the Main Office or designated school area. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

3.2 Chromebook Repair

Any mechanical or physical problems with the Chromebook should be immediately reported. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Please note, loaner Chromebooks are subject to availability but the district will make every attempt to reduce downtime for students.

3.3 Charging Your Chromebook’s Battery

Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebook each evening. If a student **repeatedly** (two or more times as determined by any teacher) brings their device uncharged, they may lose their take-home privileges and be required to “check out” a Chromebook from the library or designated school area. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

Only charge your Chromebook with the appropriate charger for that device model.

3.4 Screensavers and Backgrounds

Inappropriate media may not be used as a screensaver or background photo on district Chromebooks. Installed images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, gang-related symbols or other material deemed inappropriate will result in disciplinary action.

3.5 Sound, Music, Games or Programs

Use of apps/games, music and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) of teachers and/or students without their explicit consent is strictly prohibited.

3.6 Printing

Printing is not supported from district Chromebooks. If printing is required for an assignment it needs to be completed in a classroom, lab, library, home, or other location from a regular PC or laptop connected to a printer.

3.7 Internet Access Off School networks (off-campus)

Internet access **is filtered** when using NPSD Chromebooks off-campus in compliance with district policies and CIPA. Students are allowed to access other wireless networks when they are off campus.

4. Managing Your Files & Saving Your Work

4.1 Saving Your Work

Students will save work in their district provided cloud-based or network storage drives. It is recommended that students store files in their Google Drive where files are available at any time from any device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for late or incomplete assignments.

Those students who are using a School Windows or Apple Operating System device shall be required to save their work to a removable USB Thumb-drive.

4.2 Network Connectivity

North Providence School District makes no guarantee that the network will be up and running 100% of the time. In the case that the network is down, the district will not be responsible for lost or missing data.

5. Software on Chromebooks

5.1 Originally Installed Software

The software/apps originally installed by North Providence School District must remain on the Chromebook on all times.

5.2 Additional Software

The use of the student's school provided Chromebook is for educational purposes only. North Providence School District will synchronize the Chromebooks so that they contain the necessary apps for schoolwork. Additional classroom-appropriate apps may be installed but again, only if for educational purposes only. At no time are students to install software for personal use (gaming, social media, messaging, etc.) and/or gain. If in doubt, do not install the application.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection. This may include an inspection of all materials saved on or accessed by the Chromebook as well as the physical condition of the Chromebook (i.e. ID tags, barcodes, and/or additional stickers/marks on the outside of the device).

5.4 Software Updates

Updated versions of licensed software/apps will be deployed via the I.T. Department. Updates may occasionally require a system restart.

6. Student Acceptable Use

The purpose of this document is to augment the existing Acceptable Uses of the District Computer Network and the Internet-Student Policy guidelines and expectations for the responsible use of technology for students at the North Providence School District (NPSD) in order to provide a safe, appropriate and effective learning environment for all. As members of the NPSD community students are required to follow the district's policies, procedures and guidelines.

6.1 System Security

- Students must protect access to their own devices through the use of passwords and privacy settings at all times.
- Students will log on to the network only as themselves.
- Students are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts and should never share account information with others.
- Students will immediately notify a faculty or staff member if they have identified a possible security problem.
- Any electronic devices brought on the NPSD campus are subject to search without notice.
- Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures. **Failure to comply will result in loss of computer/network privileges and possible disciplinary action.**

6.2 Intellectual Property and Privacy

- Students will not copy or transfer any copyrighted material(s) to or from computers on the North Providence School District network without the permission of the technology staff.
- Students will not plagiarize words or phrases found in books, on the Internet, or on other online resources.
- Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc.
- If a student encounters an inappropriate image, site or video online, he/she will immediately minimize the screen and inform a teacher.
- Students should have no expectation of privacy when using online resources since materials are owned by the site and can be redistributed without an author's permission. Students should check each site's privacy and security policies carefully before posting or adding content that may be viewed by others presently or in the future.

6.3 Inappropriate Language and Harassment

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at North Providence School District, whether in public or private messages.
- Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Students should be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.
- Students will not share, forward or post a message, image or video sent without the permission of the person who sent the message.
- Students will not post private or false information about another person.

6.4 Student Acknowledgement and Agreement

- Students continuously represent the North Providence School District whenever and wherever they use district computing resources. Student's actions could reflect on the district in all online communication.
- Students will be held responsible for any online behavior or content that connects them to the district or implicates the district in their behavior.
- If students knowingly enable others to violate these rules, students may lose their access to NPSD computer resources that include their device, district network, email, or internet access.
- The district has software and systems in place that monitor and record all activities and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.
- Tampering with the district technology tools or another person's work is unacceptable, and students could lose all rights to use computers and/or personal devices at school, including their user accounts and network access.

Violations of the district policy and the Student Acceptable Use Policy are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

Students Agreement:

1. I will follow teachers'/building/district instructions when using technology.
2. I will be polite, considerate, and to use appropriate language.
3. I will report and/or help prevent any bullying, abuse, or harm of others.
4. I will tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I will follow all filters and security measures.
6. I will use technology carefully and to conserve district resources.
7. I will not to share my passwords, except with my parent/guardian.
8. I will use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I will not reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I will follow copyright laws.
11. I agree to return the Chromebook or any other technology device issued to me as was as its case, and power cords in good working condition.
12. I will never loan out my Chromebook or any other issued technology device to other individuals.

Following Federal, State and, local laws, The North Providence School District will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. I understand that if I violate this agreement, the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology or I may receive other appropriate consequences.

Individual school Chromebooks and accessories must be returned to North Providence School District when Students who withdraw, or terminate enrollment at North Providence School District for any reason must return their individual school Chromebook on the date of termination.

7. NORTH PROVIDENCE SCHOOL DISTRICT Chromebook COVERAGE

Students assigned a district device are responsible for all damages whether intentional or accidental. Responsibility for repair caused by a malfunction or maintenance issue will be determined by the North Providence School district's IT Department.

Enrollment Information

The Chromebook Insurance Coverage Program is **optional** and provides an inexpensive solution for parents to reduce the financial burden if an accident or theft occurs.

Open enrolment will only be allowed and must be paid for at the time the Chromebook is used

Parents/guardians may decline to participate in the Chromebook Insurance Coverage Program, but will be fully responsible for any associated cost for damage or theft. The Chromebook Insurance Coverage Program will cover one school year (Sept to June) and is non-refundable. Students receiving a device after February 1st of each calendar year will be eligible for prorated coverage.

Prior to receiving a Chromebook, the following must be completed:

1. Complete the North Providence School District Chromebook Insurance Coverage Program enrollment form to select a plan or decline coverage (see last page).
2. If coverage is selected, pay the \$20 annual program fee in full.

<p>Annual Cost September – June \$20 Full Cost</p>	<p>Damage Deductible: 1st Incident: \$0 2nd Incident: \$20 3rd Incident: Full Cost</p>	<p>Stolen Deductible: 1st Incident: \$50 2nd Incident: \$100 3rd Incident: Full Cost</p>	<p>Not Covered</p> <ul style="list-style-type: none"> - Cords - Charger - Case - Intentional Damage - Loss without a copy of the police report.
<p>Cost after Feb. 1 February -- June \$15 Full Cost</p>	<p>Examples of Costs: Screen Replacement: \$40 Water Damage: \$160 Covered: Accidental damage, fire, flood or natural disaster.</p>	<p>Examples of Costs: Stolen: \$200--\$300 depending on age of device. A police report <u>is required</u> to file a stolen property claim.</p>	

- One incident total, in any combination (damage/stolen), are covered per year.
- If the lost or stolen Chromebook is later recovered in working condition, the fine will be refunded.
- If a student leaves the district, but does not return the Chromebook, they will be fined for the full replacement cost, and standard rules for the restriction of student records and transcripts would apply. Law enforcement may be involved for the purpose of recovering district property.
- If you choose not to enroll in the North Providence School District Chromebook Coverage Program, you will be financially responsible for the full cost for the repair or replacement of the Chromebook.

Proof of Insurance

The School who collects the money from parents /guardians for insurance shall keep a copy of such check/ money order (no cash) documented with the signed Chromebook form and provide a copy of such to the Technology Dept. at time of repair. If the copy of payment is not provided, then the parent or guardian will be charged for the repair. It is recommended that the parent/guardian keeps a copy of such proof of payment in the event there is a problem.

For those devices not insured, the Technology Dept. may fix said device at their discretion and bill the appropriate schools GI account for the repair and the school will be required to obtain payment from parent/ guardian.

North Providence School District Chromebook Responsibility Agreement and Insurance Coverage

Students:

I have read the North Providence School district's Chromebook Responsible Use Guidelines and Procedures

- I have read and agree to comply with the Chromebook Responsible Use Guidelines and Procedures of North Providence School District.
- I agree to comply with the North Providence School district's existing Acceptable Uses of the District Computer Network and the Internet-Student Policy.
- I agree to comply with the North Providence School District's School Internet Content Filtering Policy.
- I have read and understand the BYOB (Bring your own Device Policy)
- I understand that I may lose my Chromebook privileges or access to other School technology devices as a result of my inappropriate behavior, and may be financially responsible for damage or loss of any North Providence School District Chromebook.
- I will return the Chromebook, power adapter, cable, and associated accessories when requested at the end of the school year. I understand that I will be charged for any missing equipment, cables, and/or accessories.

Student – Print your name here:

Signature and date here:

Parent/Guardian:

I have read the North Providence School district's Chromebook Responsible Use Guidelines and Procedures

- I understand the procedures and requirements to which my student must comply with the Chromebook Responsible Use Guidelines and Procedures of North Providence School District.
- I accept responsibility for any damage or neglect that may result from my student while the Chromebook is in his/her possession or control, which may result in monetary charges.
- I understand that my student may lose his/her Chromebook privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District Chromebook.
- I understand my student must return the Chromebook, power adapter, cable, and associated accessories when requested at the end of the school year. I understand that I will be charged for any missing equipment, cables, and/or accessories.

For all parents/guardians where children are using a district Chromebook or Computer device at home for school learning:

(Parents/Guardians:)

1. Should always ensure the student is signing into their device with their authorized school email account.
2. Should always supervise the student's computer activity while at home.
3. Should restrict its usage to school work only.
4. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach them how to act as they work and socialize online.

5. Limit the time your child is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. Report unwelcome or malicious online threats. Report immediately to the school teacher any online interactions that can be considered threatening.
7. 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.
8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. Know that Camera and microphone usage is allowed for educational purposes ONLY during distant learning classes set up by their teachers. (NOTE: Teachers who set up virtual classrooms will be allowed to see the student, the background of the student's location and anything that passes within the background of the student anytime a camera or microphone is on during the live classroom event.)
10. Parents who wish to not allow their child the use of the camera or microphone shall notify the teacher that permission is not allowed and the parent at the start of each online session must turn off the microphone and camera manually using the settings of the program being used.
11. When the computer is not in active use for remote learning, it is the policy of the district not to monitor audio or video from the computer.
12. All email correspondence between students and teachers shall be done via their authorized district email accounts. Parents communicating with teachers and principals shall only use the teachers' or principals' school district email addresses when communicating via email

Insurance Option Selection (**CHECK ONE**):

- Accept Insurance Policy (self-insured, managed by North Providence School District). Students may submit the fee as described in Section 3 to the School Secretary by check or money order made out to the North Providence School District.
- Declining insurance and assuming full responsibility for damage, theft or loss of the Chromebook.

Parent/Guardian – Print your name here:

Signature and date here:

Current Address: _____

Phone number: _____

ATTENDING SCHOOL _____

SCHOOL REPRESENTATIVE WHO VERIFIED INSURANCE PAID: _____

CHECK or MONEY ORDER #: _____

Office Use Only: Chromebook Serial Number: _____