

Google Chromebook

Parent/Student Handbook

INTRODUCTION

The mission of the Chromebook initiative in Salam Academy is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing portable devices for all students. This ensures that students can access what they need from wherever they are.

The focus of the Chromebook program is to provide tools and resources for the 21st Century learner. Excellence in education requires that technology be integrated seamlessly throughout the educational curricula.

Learning is a result of the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrate technology into the curriculum anytime and anywhere.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used in Salam Academy considered by the Administration to come under this policy.

*Teachers/schools may set additional requirements for use in their individual classroom with approval of the school Administrator.

1. GENERAL INFORMATION

A. Receiving Your Chromebook

- i. Chromebooks will be distributed after the parent/guardian attends an orientation or meets with the school Administrator and signs the school Chromebook Agreement.
- ii. Parents and students must sign and return the Chromebook Computer Agreement and Acceptable Use Policy before a Chromebook will be issued.

B. Chromebook Check-in

- i. Chromebooks will be returned before the end of the school year, on dates to be provided, so they can be checked for serviceability and be stored for the summer.
- ii. If a student transfers out of the school during the school year, the Chromebook, charger and any peripheral device or accessory will be returned at that time.
- iii. Students who graduate early, withdraw, are expelled, or terminate enrollment for any reason must return the Chromebook, charger and any peripheral device or accessory, on or before the date of termination.
- iv. If a student fails to return the Chromebook, charger and any peripheral device or accessory at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, charger and any peripheral device or accessory. Failure to return the Chromebook, charger and any peripheral device or accessory could result in theft charges being filed against the student and/or parent/guardian.

C. Check-in Fines

- i. If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact school administration immediately.
- ii. Any technical issue with the device must be brought to the attention of administration immediately. This includes, but is not limited to; Chrome Operating System, battery issues, loss of network connectivity, failure of apps to launch, etc.
- iii. Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur the cost of repair.
- iv. After two incidents of accidental damage, the student may lose some privileges of the Chromebook program and may not be permitted to take the device home. This may also result in disciplinary action.
- v. All reports will be investigated and addressed on a case-by-case basis.

2. TAKING CARE OF YOUR CHROMEBOOK

A. General Precautions

The Chromebook is school property, and all users will follow this policy.

Acceptable Use Policy for technology.

- i. No food or drink is allowed next to your Chromebook while it is in use.

- ii. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- iii. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- iv. Chromebook and Chromebook accessories must remain free of any writing, drawing, stickers, or labels that are not the property of the School.
- v. Chromebooks must never be left in an unlocked locker, unlocked car or in any unsupervised area.
- vi. Students are responsible for keeping their Chromebook's battery charged for school each day.
- vii. Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving the devices in cars, direct sunlight, etc. could expose the device to these conditions and is potentially harmful to the device and should be avoided.
- viii. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could damage the device.
- ix. Take care to protect your password. Do not share your password.
- x. Lock your screen when you leave your Chromebook unattended for ANY amount of time.

B. Screen Care

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

- i. Chromebooks should never be carried while the screen is open
- ii. Do not lean on top of the Chromebook when it is closed.
- iii. Do not place anything near the Chromebook that could put pressure on the screen front or back.
- iv. Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- v. Clean the screen with a soft, dry cloth or antistatic cloth.
- vi. Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually cause damage to the Chromebook.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use during school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless instructed otherwise.

A. Chromebooks Left at Home

If a student leaves their Chromebook at home, they will have the opportunity to use a replacement Chromebook from the library, if one is available. Students are NOT to leave class to get a replacement Chromebook as there is an online form that teachers and students can use to request replacement Chromebooks. Students may stop by the school administrator before school to check out a Chromebook

to use for the day and return the Chromebook to the school administrator at the end of the same day. Replacement Chromebooks are not available for overnight checkout.

- i. If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- ii. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook for a period of 5 school days. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from the library and returned at the end of the school day to the library.
- iii. After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the school administrator.
- iv. If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of the said device.

B. Chromebook Undergoing Repair

- i. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- ii. Replacement Chromebooks must remain at the school.
- iii. Replacement Chromebooks will only be issued for use in school until all cost of replacement have been paid.

C. Charging your Chromebook’s Battery

- i. Chromebooks must be brought to school each day in a fully charged condition.
- ii. Repeat violations (Minimum of three days, not consecutively) of this policy will result in a phone call home and a referral to school administration. Additional offenses will result in detention(s).
- iii. In cases where use of the Chromebook has caused batteries to become discharged, students will be allowed to connect their Chromebooks to a power outlet in class.

D. Photo Library, Screensavers, Background Photos

- i. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- iii. Photos/Videos require a large amount of storage space on the devices. Only photos that are for an educational purpose should be saved to the device. All other photo/videos should not be taken or stored.

E. Sound, Music, Games, or Programs

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ii. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the school are carefully monitored.

- iii. Students may be directed by school administrator to remove apps, music, videos, etc. if the storage of instructional materials is compromised.
- iv. Only Music/Sound files that are obtained legally for educational purposes are allowed.
- v. Headphones may be used at the discretion of the teacher. Headphones are not provided by Salam Academy.

F. Printing

- i. Printing will not be available inside the school with the Chromebooks. The nature of the device minimizes the need to print. Students may print school assignments using the computers in their home.

G. Home Internet Access

- i. Students are allowed to set up access to their home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- ii. Students may also set up home printing capabilities for their Chromebook. This will require a compatible printer and proper settings on the Chromebook using Google Cloud Print. (Home printers will not be supported by the school).
- iii. If parents/ guardians are interested in providing additional content filtering at home, it is suggested that the parents/guardians contact their Internet provider for details and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

A. Saving to your Chromebook

- i. Students will save work to their Google accounts via the Chromebook.
- ii. Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that in case of resetting the school may not back up the Chromebooks.
- iii. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- iv. Chromebook malfunctions are not an acceptable excuse for not submitting work on time.

B. Network Connectivity

- i. Salam Academy makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the school will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

A. Originally Installed Software

- i. The Extensions/Apps originally installed by Salam Academy must remain on

the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

B. Additional Software

- i. Students are not allowed to load extra Extensions/Apps on their Chromebook. Students are responsible for the content on their Chromebook. Apps and other media must be appropriate per Salam Academy Code of Conduct. Students will be asked to remove apps and media if deemed inappropriate. These Apps/Extensions will be available upon logging into the device using the official school approved email address.
- ii. Any attempt to “Jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action.
- iii. Any software that breaks the acceptable use policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps, etc. Immediate removal of material (or full reset of the device) contact with parents/guardians, and disciplinary action will take place.

C. Inspection

- i. Students may be selected at random to provide their Chromebook for inspection.
- ii. Reasons for Chromebook inspection may include but are not limited to the following:

functionality

Maintenance

serviceability,

and various violations of student acceptable responsibilities when using the Chromebook.

D. Procedure for Re-loading Software

- i. If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup.
- ii. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
- iii. Students are highly encouraged to create a backup of all Chromebook documents and work.
- iv. Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

E. Software Upgrades

- i. Upgrade version of licensed software/apps may become available from time to time. Students may be required to check in their Chromebook for periodic updates.
- ii. Students are encouraged to periodically upgrade the apps on the Chromebook

as prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

A. Parent/Guardian Responsibilities

- i. Talk to your children about values and the standards that your children should follow on the use of the safe Internet use practices, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- ii. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- iii. The following resources will assist in promoting positive conversation(s) between you and your child/children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
 - a) NetSmartz: [Http://www.netsmartz.org/Parents](http://www.netsmartz.org/Parents)
 - b) CommonSense Media:
<http://www.commonsensemedia.org/blog/digitalcitizenship>
- iv. Ensure that siblings and other family members are not using the device for personal use.

B. School Responsibilities:

- i. Provide Internet [in school] and Online Course Material access to students
- ii. Provide Internet filtering and blocking of inappropriate materials, as able.
- iii. Salam Academy reserves the right to review, monitor, and restrict information stored on or transmitted by Salam Academy owned equipment and to investigate inappropriate use of resources.
- iv. Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use.

C. Student Responsibilities:

- i. Use computers/devices in a responsible and ethical manner.
- ii. Obey general school rules concerning behavior and communication that apply to technology use.
- iii. Use all technology resources in an appropriate manner so as to not damage school equipment.
- iv. Take a proactive role to aid Salam Academy in the protection of our computer system/devices by contacting an administrator about any security problems that they may encounter.
- v. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- vi. Plagiarism is a violation of the Salam Academy Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- vii. Use or possession of hacking software is strictly prohibited, and violators will be subject to Salam Academy current Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or

- disciplinary action by the School.
- viii. If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
 - ix. Return Chromebooks to the Salam Academy Administrator at the end of each school year.
 - x. Students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment at Salam Academy for any other reason must return the Chromebook and other peripherals on or before the date of termination.
 - xi. Monitor & document all activity on their account(s).

D. Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Salam Academy reserves the right to modify this list at any time.):

- i. Illegal installation or transmission of copyrighted materials.
- ii. Any action that violates an applicable existing or future Board policy and any applicable laws.
- iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- iv. Use of chat rooms, sites selling term papers, book reports, and/or other forms of student work.
- v. Messaging services (i.e., MSN Messenger, ICQ, KIK, etc.)
- vi. Use of outside data disk or external attachments without prior approval from the administration.
- vii. Changing of Chromebook settings (exceptions include personal setting such as font size, brightness, etc.)
- viii. Spamming (sending mass or inappropriate emails)
- ix. Using the internet to access personal (non-school related) accounts i.e., non-school provided email accounts, Facebook, other social media sites, etc.
- x. Gaining access to another student's or staff member's accounts, files and/or data.
- xi. Use of the Salam Academy school's Internet/Email accounts for financial or commercial gain or for any illegal activity.
- xii. Sending anonymous or misleading communications for any inappropriate purpose via any means.
- xiii. Students are not allowed to give out personal information without the permission and supervision of their parents or a school staff member over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, Amazon, email, etc.
- xiv. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- xv. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer system and/or damage software components) of school equipment will not be allowed.
- xvi. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.

- xvii. Bypassing the school web filter [when used].

E. Chromebook Care

Students will be held responsible for maintaining their individual Chromebook and peripherals and keeping them in good working order.

- i. Chromebook batteries must be charged and ready for school each day.
- ii. Only labels or stickers approved Salam Academy may be applied to the device.
- iii. Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- iv. Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- v. Chromebooks that are stolen must be reported immediately to the school administration.

F. Legal Propriety

- i. Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- ii. Plagiarism is a violation of the Salam Academy Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- iii. Use or possession of hacking software is strictly prohibited, and violators will be subject to Salam Academy Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Salam Academy Board.

G. Student Discipline

- i. If a student violates any part of the policies, procedures or expectations outlined in this document, the student handbook, policies, he/she will be disciplined in accordance with our discipline policy (outlined in the Student Handbook).

7. PROTECTING & STORING YOUR CHROMEBOOK

A. Chromebook Identification

- i. Salam Academy Administrator will maintain a log of all Chromebooks including Chromebook serial number, asset tag code, name and ID number of the student assigned to the device.
- ii. Each student will be assigned the same Chromebook for the duration of his/her time at Salam Academy. They will be collected at the end of each school year.

B. Storing Your Chromebook

- i. When students are not using their Chromebooks, they should be stored in appropriate and safe location.

- ii. To prevent damage, nothing should be placed on top of the Chromebook.

c. Chromebooks Left in Unsupervised Areas

- i. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and open spaces, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, bathrooms, and hallways.
- ii. Any Chromebooks left in these areas are in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In School Suspensions, and Out of School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to playground unless directed by PE teacher.
- Lack of adequate care for Chromebook and peripherals.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting setting on someone else's Chromebook.
- Adding a credit/debit card to a Google Account (Google Wallet) to purchase music/videos/unapproved apps.
- Logging in under personal Google Account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home.
- Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Family members using the device.
- Multiple damage instances cause by lack of care for the Chromebook and other peripheral devices.

9. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. 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 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, 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. I will not enter other people's private spaces or areas.
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 suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use 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.

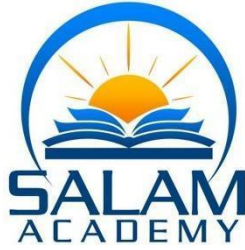
10. REPAIR/ SECURITY DEPOSIT

A. Vendor Warranty

- i. The equipment vendor has a one-year hardware warranty on the Chromebook.
- ii. The vendor warrants the Chromebooks from defects in materials and workmanship.
- iii. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- iv. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents, or Chromebook viruses/spyware.
- v. Please report all Chromebook problems to School Administrator.

B. Chromebook Technical Support

- i. ALL REPAIRS must be completed through Salam Academy.
- ii. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- iii. Replacement Chromebooks must remain at the school.
- iv. Replacement Chromebooks will only be issued for use in school until all cost of replacement have been paid.



Chromebook Student/Parent User Agreement

Before receipt of the Chromebook, please complete and return the Chromebook Use and Expectations and User Agreement and return to the SA Administrator. With the completion of this document, the student and their parent/guardian agree to follow and accept:

- Student Technology Acceptable Use Policy.
- The website and social media guidelines (below).
- Salam Academy and APS own the Chromebook, software, and issued peripherals.
- In no event shall Salam Academy be held liable to any claim of damage, negligence, or breach.
- This handbook may be updated, changed, and modified at the sole discretion of Salam Academy Board.

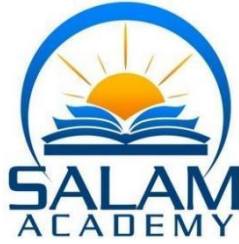
Please sign and return the following documents to the school Administrator.

Part One: Student Information

Please complete the boxes below to identify the student and their assigned device. Signing indicates you have read and understand the Chromebook policies.

Student Name:	Grade Level:
Student Signature & Date:	Chromebook Serial Number:
Parent Signature & Date:	Parent Name:
Return date: [signed by the school administrator]	Notes about the items when returned:

Each device owned by the school has a serial number. The Serial Number will be supplied when the Chromebook is issued.



CHROMEBOOK STUDENT/PARENT USER AGREEMENT

Part Two: Website & Social Media Guidelines

Student		Parent
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, it is True, Helpful, Inspiring, Necessary, Kind?)	
	Follow the school's Code of Conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers [when appropriate] and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts (plagiarism). It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher & parents right away.	
	Students are not allowed to change any Chrome settings without school's permission.	
	Students will have access to YouTube. They are expected to use it for school provided/related links only.	