

Sachem Central School District

1:1 Chromebook Handbook



Revised: August 2021

The Sachem Board of Education is providing a Google Chromebook for your use in the 2021-2022 school year. The district has worked to investigate various devices that support our collective needs and has chosen the Acer Spin touch screen device. To protect this investment, each device is outfitted with a snap on protective case and the Board has purchased both warranty and insurance coverage. We look forward to the opportunities this will provide for our students to be able to engage in anytime, anywhere learning.

In working to support **Sachem Board of Education Goal #3 – Improve Parent, Community and Staff Communication**, this handbook highlights key information and the responsibilities of both students and parents/guardians for participation and cooperation with the district, in this program.

Table of Contents:

RATIONALE	3
CHROMEBOOK DEVICES	3
ACCEPTABLE USE AND DISTRICT POLICIES	4
STUDENT GOALS AND RESPONSIBILITIES	4
FILES AND DATA MANAGEMENT	6
CAMERA AND MICROPHONE PRIVACY AND RESPONSIBILITIES	6
PRINTING	7
INTERNET SAFETY	7
RETURNING A CHROMEBOOK	7
PARENT RESPONSIBILITIES	8
CARE AND MAINTENANCE	9
DAMAGE AND LOSS	10

RATIONALE

The Sachem Central School District has placed significant focus in the last several years, on the enhancement of technology throughout the district. The outfitting of classrooms with interactive technologies, the addition of thousands of mobile laptop devices in mobile labs and the implementation of an eleven-million-dollar Smart Schools plan have all been coordinated to enhance classroom instruction and build an infrastructure necessary to support a district-wide 1:1 initiative.

In alignment with the **Sachem Board of Education Goal #2 - Enhance Student Achievement, Quality of Instruction and Leadership Skills**, the district is excited to take the next step in our technology enhancements, offering students the opportunity to use a Sachem issued Chromebook device for use in class as well as at home, to enhance the academic experience.

Research continues to prove that in 1:1 environments, students are more engaged, better connected with their education and more likely to build the skills to become lifelong learners. With the intent to provide resources for students to achieve the skills of a 21st Century Learner, Sachem recognizes the responsibility to increase the access and availability to technology for all students, as well as to work with educators, parents and third parties to provide for the seamless integration of technology into the district's educational curriculum and instruction. This integration has a transformative effect on instruction and is the driving force for the Instructional Technology Department to support **Board of Education Goal #5 – Committed to Providing the Staff with the Necessary Tools and Support to Provide the Students with the Highest Quality Education**. These efforts allow students to take a leadership role in their instruction by fostering creativity and innovation through authentic learning. It furthermore enables teachers to become the directors and facilitators of learning, helping to inspire students in their active learning and expanding the classrooms well beyond the walls of the building.

CHROMEBOOK 1:1 DEVICES

- In order to prepare our students for 21st century skills and the college and career readiness, the provision of personalized devices will serve to meet our students' need for uniform access to their online educational curricula. Coupled with the district's secondary school ubiquitous wireless coverage, Chromebook devices will allow students to engage in anywhere, anytime learning and enable them to achieve their full potential as we work toward educational excellence.
- The district has chosen to work with Chromebooks which are easily configured and cost-effective web-based devices. As a low maintenance and centrally managed device, a Chromebook provides excellent functional opportunities. All files are saved to the, "cloud" and all programs, updates and virus protection are automatically accessed and downloaded and managed via online means through the district's administrative console and configurations. Designed for educational environments, Chromebooks are also equipped with a battery that at full charge will ensure function throughout the school day.
- Supporting **Board of Education Goal #4 - Improve Fiscal Responsibility and Accountability throughout the District**, the 1:1 initiative seeks to balance device types, function, maintenance and replacement over time.
- Chromebooks can be tracked through online connectivity and are easily scanned and encoded into the District's Asset Management System individually for each student.
- With the advantages that a 1:1 device can provide in the classroom, extending the devices to be utilized at home provides students with continued access to their learning and instruction, and supports real time engagement and study. Standardizing devices alleviates problems that arise related to available and equivalent technology that may or may not be available to students at home.

- To provide additional functionality the district is providing a device that is touch screen and convertible, allowing the screen to be completely flipped around in order to function as a tablet. This added functionality helps to increase student engagement, allowing for additional modes of instruction and learning, through the use of interactive lessons, websites and software, as well as ease of general use.
- In support of the district's work with Problem-Based Learning, 1:1 devices further provide opportunities for students to not only consume information such as in the conducting of research, but to also produce through collaborative projects, activities and events. The interconnected nature of the online educational environment also works to increase social engagement and confidence through sharing and presentation.
- The district's use of Clever will provide students and faculty with simplified access to various apps and licensed websites specific to their individual grade levels or classes. Conversion of most on-premise software platforms to web-based solutions allows students to access and save their work online as they would have normally done on school computer systems. As a Google integrated device, Chromebooks provide access to the Google Workspace for Education Suite of apps and extensions. At the same time, the device allows access to other online resources such as, but not limited to, Office 365, Castle Learning, Art and Music Studio programming, Learning.com, SORA e-texts, and more. With such diverse opportunities, a Chromebook can easily support our students and faculty as a research device, a virtual art, music, science, math or computer lab, an online language lab, a 3D and design center, a curricular text repository and a research library.
- As software programming is continually enhanced, educational software providers are unveiling more dynamic learning content and adaptive programming. These improvements allow students to work at their own pace, while the software can take assess and prescribe lessons based a student's current and prior understanding. Coupled with access to the devices in school and at home, students are empowered to continue their learning outside of the school day and physical building. This in turn leads to focused individualized learning, lesson reinforcement, enrichment, support and self directed learning.

ACCEPTABLE USE AND DISTRICT POLICIES

- The Sachem Central School District recognizes the importance of providing students, faculty and staff access to the District's on-premise and online computer resources.
- To ensure that our students become proficient in the information and communication technologies essential for success in a 21st century learning environment, the Sachem School District provides a variety of resources in support of our instructional and administrative programs. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and respectful for the work of others.
- All users of the District's computer network and Internet must comply with this policy. Failure to comply may result in disciplinary action, as well as the suspension, restriction, and/or revocation of access privileges.
- District Policy Resources Links:
 - [Acceptable Use Policy](#)
 - [Sachem Student Code of Conduct – Policy 5300](#)
 - [Internet Safety – Policy 5426.1](#)
 - [District Privacy – Privacy Page](#)

STUDENT GOALS AND RESPONSIBILITIES

- All District Chromebooks are to be treated as school computers and fall under the same District policies and regulations as all other school technology. Chromebooks are to be used solely for

student's educational use and students must comply with all District policies and the Student/Parent/Guardian Agreement after receiving the device.

- The District retains sole title and right of possession of the issued device and reserves the right to collect or revoke permission for further use of the Chromebook or district resource without prior notice, or to change the device configuration at any time.
- In accordance with Sachem Computer Network and Internet Safety Policies, users should not expect, nor does the District guarantee, privacy for any use of these District owned and managed technological resources. The District expressly reserves the right to access, view or monitor any activity, file, information, data or other material stored in relation to the use of these instructional resources, as well as any accessed content or resources in any online or on-site district system.
- Any inappropriate and/or illegal use of the Chromebook is considered to be in breach of this agreement and may result in suspension or collection of the device, and disciplinary action pursuant to the District's Code of Conduct or Policies. Additional referral to law enforcement may be made as the situation may warrant.
- Students should use the device assigned to them and may not lend their device to others. Students are responsible for all activity occurring on their District-assigned network account, as well as their assigned devices, and must never share their login information with anyone other than a parent or guardian for secure keeping.
- Students are only permitted to log into the Chromebook with their Sachem Google account to access the device. Access to apps and websites will be aligned to the Sachem Google account or will be provided by classroom teachers for any additional logons.
- Students are responsible for ensuring their device is brought to school fully charged for school each day. A charger has been issued by the school district for use and charging at home.
- In cases where use of the Chromebook has caused batteries to become discharged during the day or a student has not charged their device, students **may, but should not expect**, to be able to connect their Chromebooks to a power outlet in class if they have their charger with them and the teacher approves such a request. Any approval will be based on an available outlet and maintaining general safety in the classroom. No chargers will be available to loan out to students for the day.
- For students that may have a free period, a small number of chargers will be in each secondary library for students to plug in devices while students are signed into the library. Students are not permitted to drop off a Chromebook for charging, and the District can make no guarantee that a charger will be available for any student wishing to charge their device.
- Any students that forgets a device **may, but should not expect**, to be able to obtain a basic level loaner level device for that day, if one is available. Regardless of any loaner device potential, all students are responsible to complete all classwork as if the device was present. Students that have broken or warranty issues will take priority for loaner devices each day.
- Loaner devices must be signed out each morning and returned and signed back in at the close of each day. Loaner Chromebooks may not go home with students. Any loaner device not returned at the designated time may result in disciplinary action from the building administration and the removal of the right for a student to loan a device in the future.
- Any damaged devices or devices not working properly, must be reported to your teacher for referral to the building School Communication Aide for evaluation, repair or support escalation. See additional information below regarding damage, theft and replacement.
- Students may not in any way tamper or attempt to open or disassemble the Chromebook device. Attempts to take such action or to change or access the device configuration, including factory resets or other acts to circumvent district management or controls will be considered an act of vandalism and will result in action pursuant to the district Code of Conduct and Computer Network policies.
- Students may not remove the protective cover and directly mark up any actual device. This includes but is not limited to any markings that would be made utilizing paint, markers, pencils, pens, stickers

or labels, or the removal or covering of any district markings, labels or factory serial numbers and barcodes.

- While students may not mark up the device directly or remove the protective covers, students may affix stickers or labels to the protective case, so long as any such decorations do not cover any connection ports, ventilation ports, serial number and model markings, hinges or vendor or district labels. Furthermore, labels must be appropriate for a school environment and fall under the requirements of the Sachem Student Code of Conduct.
- When appropriate and with teacher approval, students may use personal earbuds or headsets in coordination with their device.
- Students are permitted to access home or public wireless networks on their Chromebooks. Under all circumstances, students should only connect to secure networks which require a password or other encrypted method of connection.
- All internet content is filtered through the District's firewalls and server based internet filters while in school, as well as the GoGuardian filter system at all times.
- While district filters have been put in place as defined by the District Internet Safety Policy, no filtering system is foolproof. Student are required to abide by all District Internet and Computer and Network Policies as well as the student Code of Conduct when utilizing the Internet.
- All users must comply with trademark and copyright laws and all license agreements. Illegal use of intellectual property and plagiarism is subject to legal action from the party of ownership as well as district disciplinary action as defined in the Student Code of Conduct.

FILES AND DATA MANAGEMENT

- All efforts should be made to store any documents and files in Google drive, not on the local device if available.
- Data stored on the device is not maintained or backed up, and is periodically deleted as a part of normal automatic updates and maintenance.
- It is the student responsibility to save or back up any necessary files to the Google Drive.
- Prior to graduation, students will be reminded to backup any educational files to a personal device or drive, as content will not be available following graduation, when student information systems are updated for the following year.
- Note that there is limited storage space available for students and that videos and photos tend to take up significant space. These files can quickly fill available storage for students. Students should reserve this only for files that are part of their educational purpose. All others should be deleted.
- Any inappropriate videos, music or images is strictly prohibited. Content that is deemed as inappropriate in accordance with the Student Code of Conduct will result in disciplinary action pursuant to district policies and may also result in the collection of the student Chromebook device.

CAMERA AND MICROPHONE PRIVACY AND RESPONSIBILITIES

- Chromebook devices are equipped with a webcam and microphone for audio and video capabilities.
- Teachers may provide opportunities for students to utilize the camera and microphone through educational assignments and projects, or may provide for other online learning and assessments such as language labs and support services.
- The devices can also help students provide relevant feedback to teachers via different methods, create video content, interact with others in a responsible and supervised manner, and enhance their overall communication and collaboration.
- Due to the sensitive nature of video recording, it is best practice and common courtesy to always ask permission before recording or entering into use of the camera without the permission of an

individual or group that may be the subject of the recording or in the area surrounding that which is being recorded or streamed.

- Cameras may not be used in classrooms without a teacher's express permission.
- Webcam use at home must be at the discretion of and with the permission of a parent or guardian.
- Cameras may never be used in locker rooms or restrooms as per New York State statute.

PRINTING

Printing at School

- District Chromebooks are not configured to print within the District. Students can print work from school computers in designated locations such as the library or a mobile computer lab laptop.

Printing at Home

- If a student chooses to print schoolwork at home, the District suggests the file be saved to a flash drive or emailed to access on a home computer and printed. Likewise, files saved to the cloud may be able to be accessed from a home computer for printing.
- Students also may also work to set up home printing capabilities for their Chromebook, however, printer drivers can be installed on the school Chromebook and the District is not able to provide support for connecting the district device to personal/home equipment.

INTERNET SAFETY

- With the provision of a district device for individualized student use, the district has worked to ensure student safety on the device while in school as well as off-premise. Compliant with **Sachem Board of Education Goal #1 – Provide Safe and Secure Schools** and the **District Internet Safety Policy**, the District has implemented a GoGuardian filter system for our new Chromebook initiative. This system will work in tandem with the District's web and network protocol filters in district, and as a standalone web-filter off-site.
- It is important to note that while the District works to layer Internet protection for all users, any filtering system is not perfect and may from time to time provide access to inappropriate and/or harmful material. In addition to the electronic filtering systems the District provides when a student is on or off-premise, the District relies on its partnership with faculty, staff, parents/guardians to guide and monitor their children's use of the Internet and computer related activities.
- Internet Safety Best Practices:
 - In district Library Media Specialists and Sachem teachers work to help students understand Internet Safety best practices.
 - Various resources exist to assist students and parents with Internet Safety
 - <https://www.common sense media.org/privacy-and-internet-safety>
 - <http://www.common sense media.org/blog/digital-citizenship>
 - Basic Internet Safety Tips:
 - *Keep your information private*
 - *Remember that anything posted on the internet is public*
 - *Think before you post, especially when you are trying to be funny*
 - *Act like everyone in the world is watching.*
 - *Be a good online citizen. Be honest and don't hide behind anonymity*
 - *Be aware, be safe, be smart with others online*
 - *Choose your content carefully and make sure websites are legitimate*
 - *Be critical of any information you read and check if it is true*

RETURNING A CHROMEBOOK

- Devices provided to students will be maintained by students for multiple years, until the devices age out. Students that remain enrolled will maintain their devices throughout the summer months.
- Any student that graduates early, withdraws or transfers out of the District, or enrolls in an Out of District Placement, must return their provided device, charger and any other accessories prior to or at the time of the withdrawal or transfer, or at a predetermined time in the case of graduating seniors.
- Chromebooks can be returned to the school building main office or to the District Office, Office of Instructional Technology when necessary.
- Chromebooks and chargers are expected to be returned upon request, in satisfactory condition
- In any situation where a student fails to return a Chromebook, charger or other accessories, as expected upon request or in the event of withdrawal, the District will generate an invoice for restitution up to, but not exceeding the replacement cost of the device.
- Failure to return a Chromebook, charger or any other accessories will also result in the filing of a theft report.
- For damage sustained to any returned device that is not covered by the warranty or accidental insurance plan, the District will generate an invoice for payment to repair the device up to, but not exceeding the replacement cost of the device.

PARENT RESPONSIBILITIES

- All students and parents/guardians must complete the Student and Parent/Guardian Chromebook Agreement. Parents will approve the Agreement via the eSchool Parent Portal, and students will complete the Agreement in school following parent approval.
- Parents are encouraged to regularly review the content, online activity, files and folders of your student's Chromebook device, and ensure that your student is following the guidelines and policies set forth in the District's policies and this handbook.
- Parents/Guardians and on behalf of your child, waive and release the District, the Board of Education, its agents, officers and employees from any and all claims and damages of any nature arising from your child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the provided Chromebook or online resources including but limited to uses for purposes unrelated to school work and assignments.
- While the District works to layer Internet protection for all users, any filtering system is not foolproof and may from time to time provide access to inappropriate and/or harmful material. Parents/Guardians understand that it is impossible for the District to restrict access to all inappropriate materials which students may be able to access, and you will not hold the District responsible for materials accessed on the network.
- Parents/Guardians and on behalf of your child waive and release the District, the Board of Education, its agents, officers and employees from any and all claims and damages of any nature, arising from your child's use of the provided Chromebook and any materials accessed from any district network resource or Internet based system, including but not limited to content that may be considered inappropriate.
- Parents/Guardians and on behalf of your child also expressly waive the right to bring or pursue any complaint, administrative proceeding, appeal, lawsuit or review based upon any inappropriate content that may be accessed on the provided Chromebook or related resources.
- Parents/Guardians understand that the District retains sole title and right of possession of the issued device and reserves the right to collect or revoke permission for further use of the Chromebook or district resources without prior notice, or to change the device configuration at any time.

- Parents/Guardians understand that in accordance with Sachem Computer Network and Internet Safety Policies, they should not expect, nor does the District guarantee, privacy for any use of these District owned and managed technological resources.
- Parents/Guardians understand that the District expressly reserves the right to access, view or monitor any activity, file, information, data or other material stored in relation to the use of these instructional resources as well as any accessed content or resources in any online or on-site district system.
- Parents/Guardians understand that any inappropriate and/or illegal use of the Chromebook is considered to be in breach of this agreement and may result in suspension or collection of the device, and disciplinary action pursuant to the District's Code of Conduct or Policies. Additional referral to law enforcement may be made as the situation may warrant.
- While the Sachem Board of Education has purposefully purchased warranty and accidental insurance coverage for all 1:1 devices, parents/guardians understand that students/parents/guardians may still be responsible for fees associated with theft, loss, repairs not covered by coverage plans and deductibles where damage or loss is as a result of gross negligence as determined by school administrators. Additional information regarding damage, theft and replacement can be found below.
- Parents/Guardians understand that the District reserves the right to charge the student/parent/guardian for the full replacement cost of the Chromebook when there has been a failure to return the device upon request.
- In reinforcement of this handbook and the District's Internet Safety and Acceptable Use Policies, the District recommends that parents/guardians:
 - Speak regularly with children about the actions and responsibilities in using the internet and other online resources.
 - Expand discussions about responsible online activity to other online resources such as gaming systems and phone apps.
 - Show interest in the sites children are navigating to and/or the apps they are using and how they work.
 - Speak with children and help them to uses, store, and maintain the device and their personal information in accordance with this Handbook.
 - Encourage children to submit the device to the Instructional Technology support team as needed, should issues arise.
 - Ensure that siblings and other family members are not using the device.

CARE AND MAINTENANCE

General Care

- The DropTech case provided with the Chromebook has rubberized edges and hardened plastic to protect the Chromebook from normal treatment. The Chromebook must be protected by this cover at all times to safeguard against damage. Protective covers are not to be removed by anyone except by members of the Sachem Instructional Technology Staff.
- Devices must never be left unattended, in vulnerable locations or those that are not temperature regulated, such as an unlocked locker, car, unsupervised area or locations that will exert extreme hot or cold temperatures on the device. This includes brief periods of time.
- Do not place materials inside the device when closing the screen, such as papers, folders, pens, etc., and always lock and close the Chromebook when walking away from it.
- When carrying the device, ensure to always use two hands on the base of the device - thumbs on top, fingers on the bottom. NEVER lift or carry the device by its screen.

- Never store the device in a way that would allow other item to be placed or stacked on top of it. This includes securely locked lockers, where devices should be stored standing up on its side if necessary.
- Refrain from placing the device on top of blankets, bedding and other soft materials such as bedding, which can easily block air vents. If using on a bed or soft surface, place the laptop on top of a book, bed table or tray, as to not block device ventilation. Students should regularly check air vents and ports for dust or other blockages.
- Never pour or spray any liquids, cleaners or cleansers on any part of the device. For additional cleaning information, navigate to the Acer webpage:
<https://community.acer.com/en/kb/articles/13446-tips-for-taking-care-of-your-acer-chromebook>

Power Cable and Connector Ports

- Insert cords and cables carefully and securely into the Chromebook to prevent damage.
- While the protective case provides some level of protection for connection ports, use caution to not bend or break connectors and ports, with undue pressure or stress.
- When not in use, chargers and power cords should be carefully put away to avoid damage
- Do not cover chargers, cables and transformer boxes as units can build up heat and need to remain cool.
- Never pull or lift the device by the cable or charging cords.
- To avoid loss, it is recommended that the device be fully charged and the power cord/charger remain at home each day.

Screen Care & Cleaning

- Chromebook screens are highly sensitive to pressure. To avoid breakage, never lean on the device, stack books or heavy materials, or act in a way that would put pressure on the device.
- NEVER lift or carry the device by its screen.
- As these are touch screen devices, refrain from using pens, pencils, or other hard-tipped devices that may scratch or mark the screen. Use a soft tipped stylus or your fingertips to navigate a touch screen device.
- Power off the device before cleaning.
- Screens should be gently cleaned regularly with a soft, clean, lint-free, microfiber or anti-static cloth.
- Paper products are not recommended for cleaning as they will can leave behind scratches and lint.

DAMAGE, LOSS AND REPLACEMENT

- District provided Chromebook devices are protected with a DropTech case and are covered by warranty and accidental insurance.
- Any accidental damage or repairs as a result of product defect will be covered at no cost to the student/parent/guardian.
 - While a damaged or defective device is awaiting repair, the District will provide a basic Chromebook which can be used during the day. Students will be required to sign out the device each morning and return it before the end of the day.
- If damaged sustained to a device is identified as outside of the coverage agreement as in the case of purposeful abuse, the student/parent/guardian may be charged the necessary fees to complete

repairs. The charges in such a determination will be defined by the district administration, and will not exceed the replacement cost of the Chromebook device.

- A student will be re-issued a new replacement device for take home use after any fees have been paid.
- In the course of a school year, defined as July 1st through June 30th, the District insurance plan will cover one (1) charger. For any subsequent charger damage incurred within the same year, a fee will be charged to the student/family/guardian.
- In the event of loss or theft:
 - Student/parent/guardian will be required to file an official police report and inform building administration.
 - District Security and the Office of Instructional Technology may deploy location software and work with law enforcement to aid in the locating and recovery of the device.
 - The student will be issued a loaner device for the duration of the police investigation.
 - If the police department finds the Chromebook to be not recoverable, the student/parent/guardian will be required to pay the District's insurance deductible.
 - In the event that a stolen device is not reported in a timely manner, the district reserves the right to require full compensation for the device and protective case.
 - The following charges will apply to the student's parents/guardians for reimbursement to the District as outlined above
 - \$330.18 - Total Chromebook Replacement
 - \$ 27.40 - Protective Case
 - \$ 39.97 - Replacement of broken or lost AC adapter
 - \$ 20.66 – District device deductible