

L'Anse Area School



Technology Handbook & Policies

K-12

L'Anse School District

Blended Learning

Program

The mission of the Blended Learning Program in the L'Anse School district is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. 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. The Board of Education, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

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CHROMEBOOK USE

1. RECEIVING YOUR CHROMEBOOK:

Parents/Guardians and students **MUST** read and sign the LAS Acceptable Use Policy before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the L'Anse Area Schools. Elementary and Junior High students will use classroom sets of Chromebooks that will be maintained by the classroom teachers.

TAKING CARE OF YOUR CHROMEBOOK:

Students should report any Chromebook issues to their classroom teachers.

2. GENERAL PRECAUTIONS

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents **CANNOT** be covered. Chromebooks must have an identification tag on them at all times and this tag must not be removed or altered.
- Chromebooks should never be left in a car or unsupervised area.
- High school students are responsible for bringing completely charged Chromebooks for use each school day.
- Elementary and Junior High students are responsible for returning and plugging in their device at the end of each use.

2a: Carrying Chromebooks

- Transport Chromebooks with care.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

2b: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- 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.

- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

3. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- **High School students must be responsible to bring their Chromebook to all classes. Unless specifically advised not to do so by their teacher.**

3a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the LAS Chromebook Help Center, if one is available.

3b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the LAS Chromebook Help Center.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it is lost or stolen.

3c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.

3d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

3e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

3f: Printing

- If printing is required, students are to send an electronic copy to their teacher where it will be printed at their discretion.

3g: Account Access and Security

- Students are required to use their lanseschools.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.
- Students need to sign in and out of their Chromebooks on a regular basis to ensure the most recent update has been completed.

5b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- And since files are stored in the cloud, there's no need to worry about lost homework.

5c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the LAS Chromebook Help Center.

5d: Software Installation

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

6. AT HOME USE

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your Chromebook in the case provided. Do not put your device in your backpack.

7. PROTECTING & STORING YOUR CHROMEBOOK

7a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks issued to high school students are the responsibility of the student. This device will be

yours for the duration of your time at LHS. *Take good care of it!*

7b: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their **LOCKED** locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle at school or at home for security and temperature control measures.

7c: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the computer labs, locker rooms, cafeteria, commons area, buses, gymnasium, unlocked classrooms, weight room, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff.
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8. REPAIRING/REPLACING YOUR CHROMEBOOK

8a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- 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.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the LAS Chromebook Help Center.

8b: Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements based on REMC Support (L'Anse Area Schools Network Administration) evaluation of damage.

- Replacement: \$300
- Screen: \$125
- Keyboard/Touchpad: \$55
- Power cord: \$30

9. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the LAS Chromebook Help Center. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by LAS Chromebook Help Center Staff

10. CHROMEBOOKFAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of L'Anse Area School District's Information & Instructional Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks may connect to:

- USB storage, mice and keyboards (see supported file systems)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 4.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.



L'ANSE AREA SCHOOLS
Blended Learning and Acceptable Use
Student & Parent Agreement

Access to electronic devices in the L'Anse Area Schools has been established for educational purposes. All electronic devices must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic devices.

Below are general guidelines for use:

BE RESPONSIBLE.....

- *L'Anse Area Schools Acceptable Use Policy (AUP) will be followed at all times.*
- *Care and Maintenance*
 - o The care of my electronic device is my responsibility.
 - In my possession at all times (High School)
 - Charged nightly, or at the end of the day for elementary/Jr. high students
 - Free of decorations (stickers, markers, etc.)
 - o Electronic devices will be serviced by the LAS Chromebook Help Center.
 - My electronic devices will not be disassembled or repaired by me.
 - Applications and software installed will not be removed.
 - o My electronic device will be returned with the case, power cords, and accessories in good working condition. (High School)
 - o I will assume responsibility for any and all damage or loss caused by neglect or abuse.

BE RESPECTFUL.....

- *Respect Your Privacy and the Privacy of Others*
 - o My electronic device will not be loaned out to other individuals.
 - o Represent yourself truthfully and create a positive digital legacy.
 - o Use only school appropriate language, images and videos. Communicate in a way that is kind and appropriate.
- *Respect Your Device*
 - o My electronic device will be kept away from extreme temperatures and direct sunlight.
 - o Avoid using objects that may scratch the screen.
 - o Use proper care to keep the electronic device clean.
 - o Foods and liquids will be kept away from my electronic device.
 - o The serial number on any electronic device will remain intact and undamaged.

BE SAFE.....

- My electronic device will be used in ways that are educational and appropriate.
- Report threatening or offensive materials to a teacher or administrator.
- My electronic device is subject to inspection at any time without notice.
- A police report will be filed in cases of theft or vandalism.
- My electronic device will be tracked through GPS tracking software if necessary.

By signing below, we agree to abide by the expectations and procedures as detailed above and in the L'Anse Area Schools Technology Handbook and Policies. In the event that my device needs to be replaced or repaired, I am responsible for the repair or replacement cost as detailed in the Estimated Costs section of the handbook

In order for a student to receive or use an electronic device, parents/guardians and students must have this agreement signed and returned to the school.

- As the parent/legal guardian of the minor child, I grant permission for my son/daughter to access the Internet on the school's computer network. I understand that some material on the Internet may be objectionable. I accept responsibility for my son's/daughter's use of the Internet.
- I give permission to use and publish my child's picture, video, name, grade, or school activities in the yearbook, school newsletters, honor roll, and other school approved mediareleases.
- I give permission for my child's image (photograph) to be published, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child my own with respect to such class work. I understand only my child's first name will accompany such class work.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Additional Information for 9-12th grade:

Device Serial #: _____ Student Grade: _____

Device Tag #: _____

Electronic devices and accessories must be returned to the L'Anse Area School at the end of each school year. Students who graduate, withdraw, or terminate enrollment within the L'Anse Area School for any other reason must return their electronic device on the date of termination.