

Syosset Central School District

The Care and Keeping of ChromeBooks



2018-2019 Digital Learning Initiative

South Woods & HB Thompson Middle Schools

We believe that through education, we can ignite curiosity that fuels motivation, innovation, collaboration, and problem-solving skills using technology as a pivotal tool to maximize student contributions in an ever-changing world.

SYOSSET CENTRAL SCHOOL DISTRICT
Syosset, New York

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Digital Learning Initiative

We in Syosset are committed to igniting curiosity and fueling motivation, innovation, collaboration, and problem-solving. One of our overarching goals is to amplify student learning through excellent classroom instruction that gives our students the foundation to succeed in the future that they not only discover, but **create**. Our Digital Learning Initiative will provide all middle school students the opportunity to engage with technology as a pivotal learning tool through the use of ChromeBooks. By engaging with exciting apps and tools in a Google Cloud environment, participating in digital learning experiences with their teachers and classmates, and benefiting from personalized feedback, students will be inspired to collaborate and learn through transformative platforms that will prepare and inspire them to be future-ready, productive global citizens. As we would like to promote learning beyond the school day and throughout their educational journey in Syosset, students will keep their ChromeBook until they graduate or are no longer enrolled in the District.

About ChromeBooks (1:57) <https://www.youtube.com/watch?v=rc48XXBV4pc>

All About My ChromeBook

You will receive a power adapter with each ChromeBook. Care should be taken when plugging in and removing the cord from the ChromeBook AC power port to avoid damage. A carrying case will be issued with each ChromeBook. Cases will be labeled on the outside with the student's name. Please keep the identification labels on your ChromeBook intact. To protect your ChromeBook, please keep it in the case when not in use.

ChromeBook: Acer ChromeBook R 11 C738T

Case: Targus Vertical ChromeBook Case



ChromeBook FAQs

“A **Chromebook** is a laptop that runs Google's Chrome OS. They are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud (Source: Google).”

Q. What kind of software does a ChromeBook run?

A. ChromeBooks run web-based applications, or web apps, that open right in the browser.

Q. How are these web-based applications managed?

A. Each ChromeBook is managed through the district's ***G Suite for Education*** account. This centralized management console enables the district to select specific web applications that have been verified to be compliant with applicable policy regulations. Learn more about G Suite at <https://edu.google.com/trust/>

Q. What devices can I connect to a ChromeBook?

A. ChromeBooks can connect to:

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

Q. Can the ChromeBook be used anywhere at anytime?

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

Q. Will our ChromeBook have 3G?

A. No. The district ChromeBook will not have 3G broadband. A WiFi connection is required.

Q. Do ChromeBooks come with Internet Filtering Software?

A. Yes. ChromeBooks will come with internet filtering software that works at school and at home.

Q. Battery life?

A. ChromeBooks have a rated battery life of 8-10 hours. We expect students to charge them each evening to ensure maximum performance during the school day.

How Do I Care for My ChromeBook?

Students are responsible for the general care of the ChromeBook they have been issued. If you have a problem with your ChromeBook or have any questions, please bring your ChromeBook to the Library-Media Center.

ChromeBooks in the classroom (2:20):

<https://www.youtube.com/watch?v=rBFEfluPgmA>

How to take care of your ChromeBook (1:29):

<https://www.youtube.com/watch?v=RIL4Qn4XgU4>

Caring For Your ChromeBook

- *Neither a borrower nor a lender be...* your ChromeBook is for YOUR use only.
- Unplug all cables before carrying or storing your ChromeBook.
- Close your ChromeBook before carrying.
- Please keep all labels and barcodes in place.
- ChromeBooks do not like heat or rain! Please do not leave outside or in the car.
- Please don't pressure your ChromeBook....the screen is sensitive, so please don't put anything on top.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Don't use any sprays.
- Please do not affix any stickers to your ChromeBook.

What if I forget my ChromeBook? What if it is broken, lost, or stolen?

- Come to school prepared...make sure your ChromeBook is charged and ready each day.
- **The Library Media Center is the "hub" for all of your ChromeBook needs.** For example, students have access to a limited supply of ChromeBooks for loan from the Library Media Center if they leave their ChromeBook at home or need to recharge it.
- Please do not take your ChromeBook to an outside computer service for any type of repairs or maintenance - if your ChromeBook is not working, go to the Library Media Center as the District will make all repairs without cost to the student.
- If your ChromeBook needs to be repaired, you will obtain a replacement and not the one that was originally issued to you.
- A student is responsible for reimbursing the District for the replacement cost (approximately \$300.00) if the ChromeBook is lost or stolen as well as the charger (\$25.00) and case (\$11.00).

- Theft Insurance may be purchased independent of the District through the following link: <https://www.worthavegroup.com/product/chromebook-insurance/>

How Can I Be A Good Digital Citizen?

Your ChromeBook is managed by the Google Admin Management Console and is connected to the filtered district wireless network. Students will only be able to sign in to their ChromeBooks using their **@syosset.k12.ny.us** account. The district has invested in a program that will allow each teacher to see and share each student's screen while in class. Parents and students are expected to demonstrate good digital citizenship and follow the Acceptable Use Policy and the Code of Conduct when using the ChromeBook both in school and at home. Here are some other safety tips:

- Don't post personal information (name, age, school, address, phone number).
- Make sure you check your safety settings.
- Keep passwords private.
- Think before you post or share information.
- Be respectful to yourself and others.
- If something happens online that makes you uncomfortable, tell a trusted adult.

ACCEPTABLE USE POLICY PLAIN LANGUAGE SUMMARY

The Syosset Central School District ("District") has adopted an Acceptable Use Policy (Policy No. 4526). This summary is not meant to replace the full Acceptable Use Policy. If you have any questions, please see the full District policy. If there is something that seems different in this summary from the full policy on Acceptable Use, follow the statements in the full policy.

Purpose

The School District's computer equipment including all telephones and data lines is provided for educational reasons and should only be used for those purposes. All of us at the District are required to follow the same basic rules in this policy if we use the District's network or equipment whether the devices we use are owned by the District or are personally owned, including wireless devices. Examples of such devices include

computers, tablets, laptops, printers, software, internet access, cell phones, watches, and fax machines or any device using the District's computer network.

Use of the District's computer equipment is a privilege, not a right, and may be taken away if anyone uses it for a reason that is not academic, professional, or does not follow the District's policies on honesty, and respect for others and property included in the Code of Conduct.

The District's general Acceptable Use Policy rules are:

1. Use technology only for academic or professional purposes.
2. Be responsible and respectful (Do not use technology in any form, including but not limited to, words, sound, or pictures to say or show anything bad about another).

Also, using technology for academic purposes that includes another should not be done without the other's permission.

These rules apply to all students, employees, parents/guardians, and visitors in the District.

Definitions

FERPA - Family Educational Rights and Privacy Act

HIPAA - Health Insurance Portability and Accountability Act

Education Law Section 2-d – The unauthorized release of personally identifiable information

Social media sites - for the purposes of this document include: websites, blogs, wikis, online forums and any other social media available to the Syosset District community which do not fall within the District's electronic technology network (e.g., Facebook, MySpace, Twitter, LinkedIn, Instagram, SnapChat, etc.).

“Personal electronic devices” or “School District issued devices” – for the purposes of this document include, but are not limited to: personal laptops, smartphones, portable storage media, all recording devices, all Internet connected devices, and handheld devices such as Chromebooks, iPods, iPads, and include student owned and school district issued devices.

Use of the District's Computer Equipment and Network

The following groups have permission to use the District's equipment including the network: Employees, students, parents/guardians, and any other person who has been given access by the District. Those without permission to access the network or equipment may NOT do so. By using the District's equipment and network, the user agrees to the District's rights stated in the full Policy with respect to the District's computer resources, as well as the information stored in or sent by the District's computer equipment and software.

Privacy Expectations

Users of the District equipment should not think that any information they access, send, or receive is private. For example, emails, information in Google Drive, and even information sent and received over social media websites using the District network may be viewed by District employees who have permission to do so.

The District may at any time view or monitor any information or communication stored in or sent by its equipment. This information may be used to investigate complaints of acceptable use and may be used for disciplinary and legal purposes. This information may also be seen by others unintentionally who monitor and maintain the systems.

STUDENT RESPONSIBILITIES

- Users may not invade the privacy of others, use another's work or images and claim it as their own (plagiarize). "Another" may include a student, teacher, or any electronic or any non-electronic source. Information used from the internet must be properly cited to give proper credit to its author.
- Revealing information or gossiping (including but not only) by using e-mail, voice mail, internet instant messaging, social media sites, chat rooms (or on other types of Web pages) about confidential information belonging to the District is not permitted.
- Users may not waste the District's computer equipment services or prevent others from using them. Users may not access, modify or delete others' files or system settings without express permission from a staff member or other. Deliberate attempts to tamper with, circumvent filters or access, change, corrupt, or compromise the performance of the District's computer system or equipment or to deprive users of access to or use of such is not permitted.

- Users may not store material such as music, video games, or personal pictures on the District's computer system and/or network.
- Students may not send broadcast email or broadcast voicemail.
- Users are responsible for both the information and possible effects of their messages on the network. For example, users may not create or send: viruses, information that reflects poorly on the School District, "chain letters", and inappropriate messages (such as those that have information that would violate the Dignity for All Students Act for bullying, harassment or discrimination).
- Users may not change electronic communications to hide the identity of the sender or pretend to be someone else, which is illegal.
- Users may not install, copy or use software on School District equipment unless it is legally purchased and has been approved by the District's Technology Manager or his/her designee.
- Students are not permitted to record classroom instruction unless provided with the express permission of the teacher.
- Digital resources downloaded or installed from the internet could damage or interfere with the District's equipment or network; therefore, users may not do so unless express permission has been received from the Technology Manager or his/her designee.
- Inappropriate Information – Users may not create, have, or send pornography in any form at school, including but not only in the form of magazines, posters, videos, electronic files or other electronic materials.
- Users may not use the District's network or equipment to create, access, download, edit, view, store, send or print information that is illegal, harassing, offensive, discriminatory, sexually explicit or graphic, pornographic, or obscene. Also, users may not use the District's network or equipment to engage in sexting or cyberbullying.

Devices

- Personally owned or District provided devices may be used for educational purposes with the classroom teacher's approval. The School District has the right to monitor, inspect, and/or take from a student, a personal device when administration has a reasonable suspicion that someone has not followed the Acceptable Use Policy.
- For example, complaints about cyberbullying may give an administrator reason to take and examine a student's cell phone to investigate the complaint.
- Personally-owned devices that are lost, stolen, or damaged are NOT covered by the District's insurance; therefore, loss or damage to such devices is NOT the

District's responsibility. If lost or stolen, the loss should be reported immediately to the Information Technology Manager or his/her designee so that appropriate action can be taken to minimize any possible risk to the District and the District's computer system.

- The District is not responsible for and will not provide technical support, troubleshooting, or repairing of electronic devices owned by anyone except for the District.
- Users may only connect to the "public" wireless network when using personal electronic devices.
- Students who are loaned a device to use for educational purposes are responsible for the device. For example, a student provided a ChromeBook to use will be responsible for the full replacement cost of the device if it is lost, stolen, damaged, or misused.
- Students should log-off of devices at the end of class to prevent confidential information from being viewed by others.

Security

- Users are responsible for keeping the information on their devices secure. Computer accounts, passwords, and security codes must not be shared with others. Further, to protect personal safety, personal information should not be given out on websites, chat rooms, etc.
- Users may not attach a server or provide server services without the express permission of the Technology Manager. Further, users may not tamper with the security controls on any system.
- Unless approved by the Information Technology Manager or his/her designee, modem use is not allowed on computers that are directly connected to the District's network.
- Any information online that causes discomfort should be reported to the classroom teacher.
- If any user receives a threatening message, they should record/save the message and report the incident to the Principal.

All members of the school community are expected to follow the rules of this policy. Anyone found to have violated these rules may receive a range of consequences including loss of access privileges, disciplinary action, or legal.

For more information go to <https://boardpolicyonline.com/?b=syosset>

Keyboard Shortcuts

Open a new window	Ctrl + N
Open a new window in incognito mode	Ctrl + Shift + N
Open a new tab	Ctrl + T
Open a file in the browser	Ctrl + O
Sign out of your Google Account on Chrome OS	Ctrl + Shift + Q (twice)
Close the current tab	Ctrl + W
Close the current window	Ctrl + Shift + W
Reopen the last tab you've closed. Chrome remembers the last 10 tabs you've closed.	Ctrl + Shift + T
Go to the tab at the specified position in the window	Ctrl + 1 through Ctrl + 8
Go to the last tab in the window	Ctrl + 9
Activate items 1-8 on your shelf	Alt + 1 through Alt + 8
Use F keys (F1 to F12)	Search + 1 through Search + =
Open the last item on your shelf	Alt + 9
Go to the next tab in the window	Ctrl + Tab
Go to the previous tab in the window	Ctrl + Shift + Tab
Go to the previous window you had open	Alt + Tab
Go to the next window you have open	Alt + Shift + Tab
Go to previous page in your browsing history	Backspace/Press Alt and left arrow
Go to the next page in your browsing history	Shift + Backspace, or press Alt and the right arrow
Open the link in a new tab in the background	Press Ctrl and click a link
Open the link in a new tab and switch to the new tab	Press Ctrl + Shift and click a link
Open the link in a new window	Press Shift and click a link
Open the link in the tab	Drag the link to the tab's address bar
Open the link in a new tab	Drag the link to a blank area on the tab strip
Open the webpage in a new tab	Type a web address (URL) in the address bar, then press Alt + Enter
Return the tab to its original position	While dragging the tab, press Esc
Lock your screen	Ctrl + Shift + L

More can be found at: <https://support.google.com/chromebook/answer/183101>

Syosset Central School District
Digital Learning Initiative ChromeBook User Agreement

I have read this User Guide and agree to comply with these guidelines. I have read and agree to abide by all Syosset Central School District policies and regulations for the use of equipment including the Acceptable Use Policy and the Code of Conduct. I understand that **all members of the school community are expected to follow policy guidelines. It is important to keep in mind that any violation of the rules may result in consequences as described in relevant policies. Policies and the Code of Conduct may be viewed here <https://boardpolicyonline.com/?b=syosset>**

Student Name (print) _____

Student Signature _____

Date: _____

Parent/Guardian:

I have read and understand this agreement and give permission for the school to allow my child to obtain and use the ChromeBook issued by the Syosset Central School District.

Parent Name (print) _____

Parent Signature _____

Date: _____