



Darrell Lynn Hines College Preparatory Academy of Excellence 1:1 Chromebook/Tablet Policy Handbook 2020-2021

Beginning with the 2020-2021 school year, DLH Academy is supplying all K4-K5 students with a tablet and 1st through 8th grade students with a Chromebook device. This device is the property of the DLH Academy School District. The Chromebook/Tablet will allow students access to G Suite for Education, PowerSchool, educational web-based tools, as well as many other useful websites. The Chromebook/Tablet device is an educational tool that is not intended for gaming, social networking, or high-end computing.

DLH Academy Instructional Technology Vision

At DLH Academy, we believe in empowering a community of learners and leaders in which students and staff utilize technology to leverage teaching and learning. The mission of the 1:1 Chromebook/Tablet Initiative is to create a collaborative learning environment for all students. This environment supports engagement with content and promotes self-directed exploration and inquiry among students. Students will be transformed from consumers of information to creators of content and insights.

**Chromebooks/Tablets distributed during the 2020-2021
school year are new!**

**It is expected that care instructions are strictly observed so
that these items can be returned in good condition.**

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ACCEPTABLE USE GUIDELINES

- Access to DLH Academy technology resources is a privilege and not a right. Each student will be required to comply with the School's Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which support education, research and the educational goals and objectives of DLH Academy.
- Students are responsible for their ethical and educational use of the technology resources of DLH Academy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material.
- Users of DLH Academy Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook/Tablet/Tablet, school network, or any school-issued application and are given no guarantees that data will be retained.
- Any attempt to alter data, the configuration of a Chromebook/Tablet/Tablet, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

PRIVACY AND SAFETY

- Students are not to reveal their full name, phone number, home address, social security number, credit card numbers, passwords, or respective information of others.
- Students should remember that storage is not guaranteed to be private or confidential as all Chromebook/Tablet devices and accessories are the property of DLH Academy.
- If students inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, they must exit the site immediately and notify a staff member.

LEGAL PROPERTY

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, they should ask a teacher or parent.
- Plagiarism is a violation of the student policy. 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.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline.

EMAIL ELECTRONIC COMMUNICATION

- Always use appropriate and proper language in electronic communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
- **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. I will protect passwords, accounts, and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist, or inappropriate.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and 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.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

WEBSITE GUIDELINES

- Think before you act because your virtual actions are real and permanent.
- 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.
- 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 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. It is good practice to cite your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- 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 right away.

RECEIVING AND RETURNING CHROMEBOOKS/TABLETS

Distribution

- Chromebooks/Tablets will be distributed to DLH Academy students during DLH Academy registration. All other students will receive their Chromebook/Tablet within the first two weeks of school.
- Parents/Guardians and students **MUST** complete the District's device acceptance process during Online Registration before the Chromebook/Tablet can be issued.

Collection

- Students leaving the District must return district owned Chromebooks/Tablets to the Library. A fee will be added to your student account for any Chromebooks/Tablets not returned.
- Students will be notified when their Chromebook/Tablet is due, and all returns will be handled in the library at the end of that term.
- Students **MUST** return the exact Chromebook/Tablet **AND** ac adapter that was issued to them. Families **MAY NOT** purchase their own AC Adapter to replace a lost/stolen item. All replacements **MUST** go through DLH Academy.

TAKING CARE OF CHROMEBOOKS/TABLETS

Students are responsible for the general care of the Chromebook/Tablet they have been issued by the school. Chromebooks/Tablets that are broken or fail to work properly must be taken to the Library as soon as possible so that they can be taken care of properly. ***Do not take DLH Academy owned Chromebooks/Tablets to an outside computer service for any type of repairs or maintenance.***

General Precautions

- No food or drink is allowed next to your Chromebook/Tablet while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/Tablet/Tablet.
- Students should never carry their Chromebooks/Tablets while the screen is open.
- Students may not add writing, drawing, or stickers to their Chromebook/Tablet/Tablet.
- Vents **CANNOT** be covered.
- Chromebooks/Tablets must have a DLH Academy Asset tag on them at all times and this tag must not be removed or altered in any way. A fee will be added if our asset tags are removed.
- Chromebooks/Tablets should never be left in a car or exposed to extreme temperatures for long periods of time.

- Chromebooks/Tablets should never be left unattended in any unsupervised area.
- Students are responsible for bringing a fully charged Chromebook/Tablet to school each day for class use.

Screen Care

- The Chromebook/Tablet 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/Tablet when it is closed.
- Do not store the Chromebook/Tablet with the screen in the open position.
- Do not place anything near the Chromebook/Tablet that could put pressure on the screen.
- Do not place anything in a carrying case or backpack 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. papers, pens, pencils, hands/fingers, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Charging your Chromebook/Tablet/Tablet

- Chromebooks/Tablets must be brought to school each day fully charged.
- Students need to charge their Chromebooks/Tablets each evening.
- Repeat violations of this policy may result in disciplinary action.

Identifying and Storing your Chromebook/Tablet/Tablet

- Student Chromebooks/Tablets will be labeled in the manner specified by the school. Chromebooks/Tablets can be identified in several ways:
 - Record of district asset tag and serial number
 - Individual user account name and password
- Chromebooks/Tablets are the responsibility of the student. This device is to be used for the duration of the lease term while enrolled in DLHA. Take good care of it!
- When students are not using their Chromebook/Tablet/Tablet, they should store them in a safe place out of reach of young children and pets. Chromebooks/Tablets that are not in use while in school, should be stored in the classroom assigned storage cart.
- Nothing should be placed on top of the Chromebook/Tablet when stored.
- Students are encouraged to take their Chromebooks/Tablets home every day after school, regardless of whether or not they are needed.

USING THE CHROMEBOOKS/TABLETS

School Use

- Chromebooks/Tablets are intended for use at school each day.
- In addition to teacher expectations for Chromebook/Tablet use, school messages, announcements, and schedules may be accessed using the Chromebook/Tablet/Tablet.
- Students are responsible for bringing their Chromebook/Tablet to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks/Tablets should be locked in classroom carts when not in use.

Home Use

- The use of Chromebooks/Tablets at home for educational purposes is encouraged.
- Chromebook/Tablet care at home is as important as in school.
- Transport Chromebook/Tablet with care (in a protected sleeve).
- If students leave their Chromebook/Tablet at home, they may be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student may have the opportunity to use a loaner Chromebook/Tablet/Tablet. Individual schools determine if they have enough inventory to issue a loaner Chromebook/Tablet/Tablet. Please check with your school library to determine if a loaner is available for the day.

Managing and Saving Work

- G Suite for Education (GSFE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. GSFE lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection and their Chromebook/Tablet/Tablet, students can access documents and files anywhere, at any time.
- Prior to leaving DLH Academy, or graduating, students who want to save any work from their district Google account, need to use Google Takeout to transfer the work to a flash drive or personal Gmail account.

Updating the Chromebook/Tablet/Tablet's Operating System

- Students should check for updates on their Chromebook/Tablet monthly.
- To check for updates, students should go to SETTINGS and click on ABOUT CHROME OS. Then click on CHECK FOR AND APPLY UPDATES. Once your Chromebook/Tablet updates, restart your Chromebook/Tablet/Tablet.
- Restart your Chromebook/Tablet often!!

CHROMEBOOK/TABLET TECHNICAL SUPPORT

Chromebook/Tablet assistance in the Library

- Hardware maintenance and repairs
- Password resets

User account support

- Coordination and completion of repairs
- Distribution of loaner Chromebooks/Tablets
- **ALL DAMAGE must be promptly reported to Mr. Oliver to ensure timely repair and return of damaged device.**

Damaged Chromebooks/Tablets

- Please report all Chromebook/Tablet problems to the Library.
- Any damages that are not a result of normal wear and tear may result in a service fee for the repair of the device.
- A loaner Chromebook/Tablet may be issued to you if available.

Lost/Stolen Chromebook/Tablet/Tablet

- You must report a lost or stolen Chromebook/Tablet to Mr. Oliver immediately.
- DLH Academy will make every attempt to assist with locating the lost/stolen Chromebook/Tablet/Tablet.
- If the Chromebook/Tablet cannot be located, a fee of \$250 will be added to the student's account.
- If a student is issued a loaner Chromebook/Tablet and that is lost/stolen, a fee of \$250 will be added to the student's account.

CHROMEBOOKS/TABLETS LEFT IN UNSUPERVISED AREAS

- Under no circumstances should Chromebooks/Tablets be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, library, unlocked classrooms, hallways.
- If an unsupervised Chromebook/Tablet is found, notify a staff member immediately.
- Unsupervised Chromebooks/Tablets will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook/Tablet in an unsupervised location.

PROBATIONARY STUDENTS

- If a student violates any part of this handbook agreement, the student's account could be suspended or restricted.
- Probationary students could be required to turn in their Chromebooks/Tablets to the library at the end of each day for a specified period of time determined by building Administration. The library will secure the equipment during the evening, and the student will be allowed to check it back out on a daily basis.
- Probationary status may be assigned by building Administration to any student who has violated the Acceptable Use Policy.

CHROMEBOOK/TABLET FAQ's

Q. What is a Chromebook/Tablet/Tablet?

A. "Chromebooks/Tablets 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/Tablet 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/Tablet run?

A. "Chromebooks/Tablets 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/Tablet we provide to students will be a managed device. Members of Darrell Lynn Hines Academy will maintain devices through our G Suite 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. Can the Chromebook/Tablet be used anywhere at any time?

A. Yes, as long as you have a Wi-Fi signal to access the web.

Q. Can my student opt-out of receiving a district Chromebook/Tablet?

A. No. In order for all of our students to successfully participate in virtual learning corresponding to DLH Academy curriculum, it is required for all students grade 1-8 to have a district-issued Chromebook. **Cell phones and tablets**

Q. Are the Chromebooks/Tablets covered under a manufacturer's warranty?

A. Yes. All Chromebooks/Tablets are covered by the manufacturer's warranty for malfunction due to manufacturing or non-performance issues. The warranty does not cover damage that is determined (by the District) to be accidental, intentional, or the result of negligent use or treatment; nor does it cover outright loss or destruction of the Chromebook/Tablet, power cord, battery or sleeve.

**This document has been adapted from the Oconomowoc Area School District Website.