

Kingston Hill Academy

Chromebook Policy Handbook

The mission of the Chromebook program at Kingston Hill Academy is to bring technology into the classroom to provide a 21st century learning environment. Chromebooks are increasingly being incorporated into schools because they boost students' capabilities of learning anytime and anywhere. Online access in classrooms significantly broadens the scope of any learning exercise, triggering information pursuit, creative thinking, communication, and collaboration. Classroom environments can be tailored for subject matter interest, skill level, skill reinforcement, or remediation efforts on a personal basis. 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, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. However, Kingston Hill Academy does not tolerate disruptive, inappropriate, or illegal use of electronic media, including but not limited to Chromebooks, and therefore set forth the following policies.

Device Purpose

Kingston Hill Academy is supplying students with a Chromebook device as determined by administration. All Chromebooks are the property of Kingston Hill Academy. Chromebooks will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social media, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Kingston Hill Academy by students or guests including any other device considered by the Administration to fall under this policy such as iPads or laptops provided by Kingston Hill Academy.

Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. Students in grades 1-5 will be assigned a Chromebook that will become their work computer for

their duration at KHA, to be returned each summer for maintenance. Students in kindergarten will share a Chromebook in class to use in small groups or individually. Students will use their Chromebook in school. Occasionally, students may be asked to take their Chromebook home such as for a distance learning day, during quarantine, or for a special assignment. Students and parents need to sign this agreement before Chromebooks can be sent home.

Extended Warranties:

Kingston Hill Academy has extended warranties on all of the Chromebooks, but students are still expected to take care of their Chromebook. (see Taking Care of Your Chromebook section) Students must promptly report any problems with their Chromebook to homeroom teacher and to KHA's Family Chromebook help desk. Repairs, if necessary, may take time.

Return:

Student Chromebooks will be collected at the end of each school year for maintenance over summer vacation. Students will receive the same Chromebook in the following school year.

Any student who transfers out of KHA will be required to return their Chromebook in a timely manner. In the event that the device is lost (stolen, not returned, missing, etc.) the family will be responsible to pay \$250 for the replacement cost of the Chromebook. In the case of a charger being lost, the family can replace the charger or pay \$10 for a replacement.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work should be reported immediately to their homeroom teacher and to KHA's Family Chromebook help desk. If a loaner Chromebook is available, one may be issued to the student to use in class until their Chromebook can be repaired or replaced.

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.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag

without a protective case.

- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
- Students should not open any attachments sent from unfamiliar email addresses, and they should report all such e-mails to the system administrator as soon as feasible.

Carrying the Chromebook:

All students are expected to provide a case for their Chromebook, preferably a water resistant case. Chromebook cases will only provide basic protection from everyday use. It is not designed to prevent damage from excessive drops or abusive handling. Carrying the Chromebook in its protective case in a backpack is acceptable provided the backpack is handled with care. For example, you shouldn't toss the bag, drop the bag, or apply excessive weight to the bag if your Chromebook is inside. Protective padded cases should be used at all times.

Screen Care:

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

- Do not lean on top of the Chromebook.
- 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.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, paperclips).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Using Your Chromebook

General:

The student to whom the Chromebook is loaned shall be the exclusive user of this device and shall not grant access to any other individual. All use of the Chromebooks, including but not limited to communicating among KHA, students, employees, and parents/guardians, using search engines, and viewing or accessing databases or websites, **must be for KHA-related purposes only**. Use of the Chromebooks for personal matters (e.g., accessing personal email accounts, using Facebook, Twitter,

Instagram, or any other social media sites, browsing the Internet for personal reasons, etc.) is strictly prohibited. Similarly, accessing or downloading obscene or threatening material and illegally downloading or streaming copyrighted material from the Internet, such as music or movies, onto a KHA-provided Chromebook is strictly prohibited.

At School:

The Chromebook is intended for daily use at school. Students are responsible for bringing their Chromebook to classes, unless specifically advised not to do so by their teacher.

At Home:

If students leave their Chromebook at home, they must complete all school work by pen-and-paper or use a loaner Chromebook. Repeat violations of this policy will result in referral to administration.

Sound:

It is recommended that students bring personal headsets or 'earbuds' for any audio projects they work on.

Printing:

Printing functionality will be available on a limited basis and subject to classroom requirements. Teaching strategies will facilitate digital copies of work.

Managing Your Files and Saving Your Work:

Students will save documents to their Google Drive, or within their Google Classroom. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. Students will be trained on proper file management procedures as appropriate.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers except for those provided by Kingston Hill Academy. Students are welcome to customize their personal Chromebook case as long as it is school appropriate. Student Chromebooks and chargers are labeled with their teacher's name and student number. Chromebook cases should be labeled at home.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

Students must comply with all applicable software license agreements. Only software authorized by KHA may be used on the Chromebooks. Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by KHA.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are prohibited from installing additional software on their Chromebook other than what has been approved by Kingston Hill Academy.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance.

Privacy:

School authorities may monitor all activity done on any KHA-owned computer, network, or electronic communication device. Student Chromebooks are monitored closely. Please note that these Chromebooks are school property and nothing private should be kept on them.

At all times the safety and privacy of our students, their families and our teachers will be our highest priority. Online safety and privacy are shared concerns and shared responsibilities, and KHA complies with applicable privacy laws and regulations to protect students' privacy. As technology evolves, KHA's administration and board will revisit this policy to update it as necessary.

Chromebook Technical Support:

Any problems with the Chromebooks should be reported to KHA's Family Chromebook help desk and the homeroom teacher should be informed.

Kingston Hill Academy

Acceptable Use & Digital Citizenship Policy

Digital Citizenship

1. Current filtering methods

Kingston Hill Academy complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- “certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors”
- “adopt and enforce a policy to monitor online activities of minors”
- “adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors’ access to materials harmful to them.”

Kingston Hill Academy employs the following methods to enforce each of these requirements:

- Kingston Hill Academy uses an in-house Firewall to block sexual content, gambling, unauthorized games, as well as many sites specifically identified by teachers and staff. Students are blocked from using Google email and Google Hangouts with their school account other than to interact with registered KHA accounts.
- The Information Technology Coordinator reviews the student and staff internet access logs on a regular basis to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.
- Kingston Hill Academy has a Chromebook Expectations form addressing inappropriate acts which must be signed by all students and parents. When

students violate these guidelines, they are addressed by the principal, in cooperation with information provided by the Information Technology Coordinator. These offenses will be addressed on a case-by-case basis and disciplinary action will be appropriate to the offense as outlined in the student/family handbook.

2. Acceptable Use Policy (AUP): Technology Code of Conduct

It is the intent of Kingston Hill Academy to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of the internet and other related technological services requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with the common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others within the greater school community. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with Kingston Hill Academy standards and honor the agreements they have signed.

Network storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on their Chromebooks to be private.

Internet / World Wide Web/ Email

Access to the Internet will enable students to use thousands of educational resources. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Kingston Hill Academy believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors

are responsible for setting and conveying the standards that their children should follow when using media and information sources at home.

Each KHA student is assigned a KHA email address. Students' use of KHA email accounts is, by design, limited to sending and receiving emails to and from other KHA email addresses for educational purposes. In keeping with our overall internet policy, our intent in providing KHA email addresses that are limited to internal use only is to facilitate communication among students and teachers while minimizing the risk of exposure to non-educational and potentially inappropriate communications and content from outside sources. As noted above, no system is impenetrable, and if a student receives an email from any source other than a "@kingstonhill.org" email address, the recipient must delete that email immediately and report it to the network administrator.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom website. Parents may choose to opt out of having their child's "directory" information published per KHA's policy as indicated on KHA's enrollment form or can email or use another written format to notify the school principal with that request. Kingston Hill follows the Family Educational Rights and Privacy Act (FERPA) when considering the disclosure of student "directory" information (e.g. student name, grade, etc.).

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Print Student Name

**KHA Technology Use Agreement
Chromebook Check-out**

The following information must be filled out completely prior to bringing a Chromebook home. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians:

___ I have read and reviewed the Kingston Hill Academy Chromebook Policy Handbook with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

___ I understand that the Chromebook will occasionally go back and forth from Kingston Hill to home in a carrying case.

Signature _____

Date _____

Kingston Hill Academy

Student Chromebook Expectations

Device Purpose

Chromebooks are provided to each student to enhance their educational experience and prepare them for the modern world. The Chromebook allows student access to G Suites for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming or social networking.

Using Your Chromebook At School:

The Chromebook is intended for daily use at school. Students are responsible for bringing their Chromebook to classes, unless specifically advised not to do so by their teacher.

Using Your Chromebook At Home:

Students are required to take their Chromebook home as directed by their teacher. If students leave their Chromebook at home, they may have to complete assignments pen-and-paper or use a lender Chromebook if available. Repeat violations of this policy will be referred to the administration.

Internet Safety:

Students may only go on school approved websites. No personal information (including full name, home address, etc) is allowed to be posted online. Students are not allowed to communicate with others outside of the school community online.

Privacy:

Student Chromebooks are monitored closely. Please note that these Chromebooks are school property and nothing private should be kept on them.

Software:

Students should use the software provided by Kingston Hill Academy. Students should not try to install additional software on their Chromebook.

Taking Care of Your Chromebook:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. (be careful with headphones)
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.

- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag without a protective case.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Carrying the Chromebook:

A protective case should be used when transporting the Chromebook. The protective case will only provide basic protection from everyday use. It is not designed to prevent damage from excessive drops or abusive handling. Carrying the Chromebook in its protective case in a backpack is acceptable provided the backpack is handled with care. For example, you shouldn't toss the bag, drop the bag, or put pressure on the bag if your Chromebook is inside. Protective padded cases should be used at all times.

Screen Care:

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

- Do not lean on top of the Chromebook.
- 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.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Other:

Teachers may set additional requirements for Chromebook use in their classroom.

Student:

___ I have read and understand the Student Chromebook Expectations. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Signature _____

Date _____