

# **McIntosh County School System**



## **Chromebook Handbook 2020-2021**

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# Introduction

Learning in the 21st century is all about connecting, collaborating, and creating. Students in McIntosh County need to have access to technology that not only connects them with the world, but allows them to create and collaborate as they learn. Allowing students to have their own devices will allow them to access resources when they need them; access won't be dictated by the classroom walls or time of the school day. Personal devices provide a high level of differentiation as they provide a platform for personalized learning. Students will have ownership of learning as the device allows them to manage and engage in the content in ways that are not possible with standard books, paper, and pencils. Having access to a computer establishes a connection between students and curriculum materials that naturally makes accommodations for students in ways that traditional course materials cannot. Teachers will be able to help students develop higher order thinking skills through active engagement, collaboration, and immersion in real world scenarios that can only be achieved in 1:1 environments. McIntosh County School System's mission statement is: Educational Excellence and Equity for All. We want our students to be ready for their next step in life, whether it is college, technical school, or the workforce. It is critical that they have access to the tools of the 21st century in order to accomplish the mission of the McIntosh County School System.

## **What is a Chromebook?**

A Chromebook is a laptop device that operates on Google's Chrome operating system. All applications run through the Internet, not through the hard drive of the computer. The Chromebook is an efficient and cost effective way to get things done in and out of the classroom. Students have a Google account which allows them to use Google applications including Gmail, Google Calendar, Google Drive, Google Classroom, Google Docs, Google Sheets, Google Slides, and Google Forms. Most of the applications and documents are housed in the cloud within Google Drive. All applications and use of the Chromebooks are managed by the McIntosh County School System.

# Digital Safety

It is important to remember that access is a privilege, not a right, and carries with it responsibilities for students, parents/guardians, and the school staff. Internet safety is an important concern. McIntosh County Students must exercise safe and responsible Internet use.

Chromebooks and other devices are used as tools for research and education, and like any other school property, must be used for the educational purposes for which they are intended. Access to Chromebooks may be revoked at any time for inappropriate conduct.

Every student that is given a Chromebook will be expected to take a Digital Citizenship Course. In addition, the McIntosh County School System will provide Digital Citizenship Lessons throughout the school year.

The McIntosh County School System will utilize filtering software or other technologies to prevent students from accessing visual depictions web material that is (i) obscene, (ii) child pornography, or (iii) harmful to minors that complies with CIPA- The Child Internet Protection ACT. The school will also monitor the online activities of students through direct observation and/or technical means, to ensure that the students are not accessing such depictions or any other materials which are inappropriate for minors.

Despite the best efforts of supervision and Internet filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.

In using the network and Internet, users should not reveal personal information including names, home address, telephone number, school name, location, etc. Users should never arrange a face-to-face meeting with someone “met” on the Internet without a parent’s permission. **Students are to identify themselves only by their first name and/or student number.**

# Student and Parent Responsibilities

The use of the mobile computing device is a privilege as the Chromebook is still the property of the McIntosh County School System.

## Students are expected to do the following

- Bring a **fully charged Chromebook to school EACH day**. The Chromebook should be treated as a textbook and other school supplies.
- If the Chromebook is not brought to school or it is not charged, the student must do all assigned work on paper, rather than a Chromebook. If an assignment is required to be turned in electronically, the student will have to re-create the work on his/her Chromebook as homework.
- The classroom teacher will advise students on device usage in each class. Chromebooks may not be used in every class daily. Students will respect teachers' instructions on usage of the Chromebooks.
- Sound must be muted at all times unless the teacher states differently and/or headphones/earbuds are used. Students will supply their own earbuds to use at school.
- Students should NEVER share their Chromebook or charger with another student.
- Chromebooks will not be used to take pictures or videos unless the teacher has given permission to do so.
- The device does not come with a mouse; however, if you wish to use one with the Chromebook, you may purchase one.
- Students must follow the *McIntosh County School System's Internet Acceptable Use Policy*. The *Acceptable Use Policy* is available for review in the *Student Handbook* at [www.mcintosh.k12.ga.us](http://www.mcintosh.k12.ga.us). The *Student Handbook* is located under District Information. Access the handbooks, scroll down to the Table of Content, and click on the *Acceptable Use Policy*.

## Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Use of chat rooms, sites selling term papers, book reports, and other forms of plagiarism
- Spamming - sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet for financial or commercial gain or for any illegal activity
- Students are not allowed to give out personal information, for any reason, over the Internet unless directed by the teacher for educational purposes. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to,

the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment

- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients
- Bypassing the McIntosh County School Content Filter through a web proxy or other means

## **Parent Responsibilities**

- Accept responsibility for your student's use of the Chromebook, Internet, and email at home.
- Assist your student with making sure the Chromebook is charged and ready for the next school day.
- Assist your student with making sure the Chromebook is brought to school each day.
- Supervise the safe storage of the Chromebook at home.

## **Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of rules listed in the *McIntosh County School System Student Handbook*. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, including graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the discipline outlined in the *McIntosh County Schools Student Code of Conduct*. Violation of applicable state and/or federal laws will result in criminal prosecution or disciplinary actions by the McIntosh County School System.

## **Content Filter on Chromebook/Security/Privacy**

Chromebooks will be set up with safety content filters at school with the McIntosh County Content Filter in compliance with the Children's Internet Protection Act. Blocks are placed on the device for certain categories of web content. Filters are NOT 100% accurate. While the student is using the device away from school, parents should monitor their student's online activity and usage outside of school. Chromebooks can only be logged into by using a McIntosh School account. Students should never leave their Chromebook unsupervised during the school day, at any after school activities, or at home. The device should not be left in your vehicle for any length of time.

Students should have NO expectations of confidentiality or privacy with respect to any usage of the Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law.

McIntosh County School System may, without prior notice or consent, login to, supervise, access, view, monitor, and record use of a student's Chromebook at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring, and recording of their use.

Teachers, school administrators, and the McIntosh County School Technology department will use monitoring software that allows them to view the screens and activity on the student Chromebooks.

## How to Care for your Chromebook

Students are responsible for the care and upkeep of their Chromebook. Below are a few guidelines to follow:

- Use care when opening and closing your Chromebook by grasping the center of the lid.
- Avoid putting anything heavy on the lid of the Chromebook and make sure it is closed before putting it in your bag.
- Avoid leaving any school supplies including pencils, pens, papers, or earbuds inside the Chromebook when you close it.
- When plugging and unplugging the charger, be gentle.
- Do not stretch the charger across an area causing a tripping hazard as this could also cause the Chromebook to fall to the ground.
- Never leave the Chromebook unattended. You should keep it with you at all times while at school or other public places.
- It is not recommended to place the Chromebook on the floor, in the seat of a desk, on your bed, etc. where the device can be sat or stepped on.
- Keep food and drinks away from the device.
- Do not allow the Chromebook to get wet.
- Keep the Chromebook out of extreme weather such as rain and temperature change.
- Do not leave the Chromebook in your vehicle.

## Damaged Chromebooks

In the event your chromebook becomes damaged, you must immediately notify your media specialist (see procedures below). If your Chromebook is not working properly or for some reason has an issue unrelated to misuse, the School System will handle the repair of the device. If one of the following has occurred, **you** will be responsible for the repair or replacement.

- theft, burglary, or robbery of the Chromebook
- accidental loss or damage of the Chromebook
- intentional loss or damage to the Chromebook due to negligence
- illegal use or fraud of the Chromebook
- dishonest acts including selling the Chromebook
- damage, corrosion, or rust due to liquids or foods coming in contact with the Chromebook
- damage to the Chromebook due to changes in humidity or temperature
- insect or animal damage to the Chromebook
- any other use the school system deems inappropriate

## Lost/Stolen Chromebooks

If the Chromebook is lost/stolen, a police report **must** be filed with the School Resource Officer. Immediately contact the Media Specialist and complete a lost/stolen Chromebook Form. The Chromebook will be completely shut down through the technology department so it is unusable by anyone. The cost of the Chromebook will be the full replacement value. This will be charged to the student/parents for the device. Students will be given a loaner for one week after a lost/stolen Chromebook has been reported. During that week the student must pay the replacement fee and return the loaner before a new Chromebook will be assigned.

### FEES for Chromebook Repair/Replacement:

- Screen: \$85
- Keyboard: \$75
- Charger: \$55
- Case: \$25
- Full Replacement Cost: \$225

## Procedure for Chromebook Repairs or Support

All repairs or support will be handled through the MCA/MCMS/TGES media center. No repairs are to be made by the student, parent, or outside source. If this happens, this could result in the full payment of the Chromebook.

Chromebooks that require repair will be turned into the media specialist. Upon Chromebooks being turned in for repair or support, a designated administrator will provide the student with a letter that outlines the fees that must be paid prior to the Chromebook being repaired. Once the repair fees are paid, a loaner device will be given to the student for use until the student's Chromebook is repaired and returned. The student will check out the loaner device through the media center. The loaner device will act as the original device and can be taken home until the repairs are made to the student's Chromebook. Students will be notified when their Chromebooks are ready for pickup after repairs. The loaner device must be returned at the time the repaired Chromebook is picked up.

## Disciplinary Actions

Students are responsible for bringing their Chromebooks to school each day fully charged and securing them daily. If the student fails to bring his/her Chromebook to school or it is not charged, the student will be expected to produce work in written format. Disciplinary action can be taken for failure to comply. Students can receive disciplinary action for any of the following:

- Failure to bring the Chromebook to school
- Failure to have the Chromebook charged and ready for class
- Leaving device unsupervised
- Repeated damage to the Chromebook
- Damage inflicted on the Chromebook that doesn't warrant immediate administrative action (misuse over time that causes damage)

- Failure to return loaner device
- Any other inappropriate use of the device

## **Personalization of your Chromebook**

The Chromebook checked out to each student will be labeled. Users must not remove any factory or MCSD labels. All MCSD devices and cases must remain free of any personal writings, drawings, stickers, skins, or labels. A fee will be incurred if there is damage due to the student's personalization of his/her device. The Chromebook must be returned in original condition at the end of the school year.

## **Returning Chromebooks**

Chromebooks and chargers will be returned to the media center at the end of the school year. If a student withdraws, is expelled, or attends the McIntosh County Alternative School, the device must be returned before leaving. If the device is not returned to the media center, a police report will be filed, and a lost fee will be charged to the student/parents/guardians based on the replacement fee.

## **Other Useful Information**

- Students will need headphones/earbuds to use with the Chromebooks. Earbuds should be purchased as a school supply just like paper, pencils, etc.
- If a student prefers to use a mouse, students will need to purchase a USB mouse. These will not be provided for students.
- Chromebook cases are provided and required to help protect the Chromebook and allow for easy identification. The Chromebook should remain in its case at all times.
- No markings or etchings are allowed.
- Students may only download pre-approved Chrome Extensions and Apps to their school Google account. Students may access their school Google account from anywhere that has an Internet connection.
- McIntosh County Schools does provide WiFi; however, it makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

## WiFi Access at Home and throughout McIntosh County

Students may access the Internet at home by using a wireless connection. The Chromebook is configured to use McIntosh County School Internet Content Filter. While Internet content filters are in place for the protection of McIntosh County Schools, no filter program provides 100% protection. Monitoring and supervision by teachers and parents are still very important.

If you do not have WiFi access at home, there are many businesses and locations throughout McIntosh County that have free WiFi access. WiFi will also be available on all McIntosh County school buses during route.

There is an offline sync extension in Chrome that allows students to work on documents without Internet connection. The Documents will sync with their account when back on an Internet connection. You may refer to this article on how to use Google Docs Offline extension: [Offline Sync](#).

## Requirements for Chromebook Delivery

1. **Students must complete a Digital Citizenship Course provided by the McIntosh County School System**
2. **Students and Parents must sign the Internet Acceptable Use Guidelines (completed during enrollment)**
3. **Students and Parents must sign a Chromebook Home Use Agreement**

## G Suite for Education Apps and Tools Notification

At the McIntosh County School System, we use the G Suite for Education. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. In the McIntosh County School System, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google.

- Gmail
- Google+
- Calendar
- Chrome Sync

- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Learn more about what Additional Services are, and how they differ from Core Services, in the Help Center at <https://support.google.com/a/answer/6356441>. In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”: Youtube, Google Maps, Google Earth, My Maps, and Google Scholar.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

### **What personal information does Google collect?**

When creating a student account, the McIntosh County School System may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address,
- GPS, and other sensors;
- unique application numbers, such as application version number;
- and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the

services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

### **Can my child share information with others using the G Suite for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

\*Students are not allowed to share documents outside of the McIntosh County School System. We have this setting on so that they are not able to share to outside entities.

### **Will Google disclose my child's personal information?**

Google **will not** share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

*With parental or guardian consent.* Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With McIntosh County School System. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

*For external processing.* Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

*For legal reasons.* Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the school administrator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the school administrator. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) at <https://www.google.com/edu/trust/>, the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy) at <https://www.google.com/intl/en/policies/privacy>.

The Core G Suite for Education services are provided to us under [Google's Apps for Education Agreement](https://gsuite.google.com/intl/en/terms/education_terms.html), which may be accessed at [https://gsuite.google.com/intl/en/terms/education\\_terms.html](https://gsuite.google.com/intl/en/terms/education_terms.html)

If you have questions or concerns, please contact Rusty Boone, Technology Director with McIntosh County School System at [rboone@mcintosh.k12.ga.us](mailto:rboone@mcintosh.k12.ga.us) or (912) 437-6645.