Greenville Early College

Chromebook Policy, Procedures, and Information Handbook
Greenville County Schools
Personalized Learning Initiative
2019 - 2020

Purpose
Greenville County School recognizes the importance of preparing students for 21st Century careers. The Personalized Learning Initiative focuses on instruction that is:
- Paced to the learning needs of students
- Tailored to the learning preferences of students
- Customized to the interests of students

About the Greenville Early College Personalized Learning Program
The policies, procedures, and information contained in this document apply to all Chromebooks used at Greenville Early College as well as any other device which the GEC Administration determines falls under the umbrella of these policies and procedures. Students and parents will be notified of any changes and updates as they happen via phone message and web page updates.

Technology Fee [UPDATED 08.07.19]
Chromebooks are an integral part of the educational process, every student will receive one. In addition, all GEC Students will pay a Technology Fee for the 2019-2020 School Year that will serve, in part, to protect students who have accidental damages occur with the device. The Technology Fee for all schools in Greenville County will use the PIP (Pupils in Poverty) indicator in PowerSchool to determine student fee rates. Since the PIP indicator is either a Yes to indicate the student is in poverty (previously free and reduced) or No (previous full pay) to indicate the student is not in poverty, there are now only two fee rates:

$25.00 Rate – No in PIP
$5.00 Rate – Yes in PIP

Note: Our intent is that this fee will be paid in its entirety prior to Chromebook Distribution. However, a payment plan may be established with the GEC Administration on a case by case basis.

Taking Care Of Your Assigned Chromebook
Students are responsible for the general care of the Chromebook issued to them by the District. Students will receive a Chromebook that is specific to them (barcode scanned into their account similar to a textbook). Chromebooks that are broken or fail to work properly must be taken to the Front Office to Ms. Clark the day after the Chromebook is damaged or lost. Failure to report these damages or lost Chromebooks by the next school day could result in the Technology Fee agreement being altered by GEC Administration.
- Damaged Chromebooks
  - The GEC Administration understand that with any technology device, honest accidents can happen. Our procedures include protections for students who incur damages to their Chromebook (broken screen, keyboard malfunction, etc.).
  - Any student that unintentionally damages their Chromebook will not incur any additional expense for the first three accidents. In addition, the student will not go without the use of a Chromebook as it will either be repaired on site or a replacement will be checked out to the student immediately.
  - Students are responsible for the Chromebook assigned to them. Therefore, students should not loan their Chromebook to other students or other family members. Ultimately, the student is responsible for the Chromebook assigned to them regardless of whether they were the individual in possession of the Chromebook at the time the damage occurred.
- Lost/Stolen Chromebooks
  - Please note that students who leave Chromebooks unattended are being negligent. It is the student's responsibility to ensure the safety of their device at all times, much as they would with their wallet/purse or other valuable items.
  - The Technology Fee covers Chromebook repairs but does not include the cost for the replacement of a lost or missing Chromebook.
  - Students should report missing Chromebooks to Ms. Clark in the front office.

- Students who are unable to locate their missing Chromebooks are required to complete a missing Chromebook form which includes checking with each of the student's teachers, obtaining teachers' signatures and a parental or guardian signature verifying steps have been taken to retrieve or locate the device.
  - Once the missing Chromebook form is completed and submitted, students will need to meet with Ms. Clark and Mr. Yarborough to discuss possible Chromebook replacement options, determine whether his or her parents need to file a police report with our local police department, and if so, what information needs to be included in a police report.
  - If students do obtain a police report in a timely manner and provide a copy to Ms. Clark, a replacement Chromebook will be provided to the student at no extra cost.
  - Students who lose their Chromebooks, fail to obtain a police report, or fail to report them as missing will owe a debt for the replacement cost ($286.00).
  - Students will not be provided a replacement Chromebook until all the aforementioned steps have been taken.

Internet Security

Chromebooks are installed with District Proxy Software that direct all online usage through the Greenville County Schools District Technology filters. Students are responsible for utilizing the Chromebooks for educational purposes both at school and off campus, including their home. In ternet Filters that are typically active inside Greenville Early College and will still apply when the student is off campus using non-GCS Wifi. Please note these filters are not 100% full-proof and it is possible in rare situations that inappropriate websites could be accessed inside GEC and at home.

Students are ultimately responsible for all actions taken while on their Chromebook both at school and outside of school. Parents are highly encouraged to ensure students are appropriately being monitored and supervised at home when using Chromebook. Students should never let another person use their Chromebook. All actions, web sites, keystrokes, etc. can ultimately be tracked and investigated by the Greenville County School technology division.

Charging

- Students are responsible for bringing a fully charged Chromebook with them to school each day. Students should leave the Power Cord at home and charge the Chromebook overnight much like they would do with their cell phone.
- The battery life of the Chromebook is 10.5 hours. Therefore, a fully charged Chromebook should have no issues with being charged throughout the school day.
- Only in emergency situations would a student have access to charge their Chromebook with a teacher.
- Failure to bring a fully charged Chromebook to GEC on a repetitive basis could have a negative academic impact on students.
- Students would never think of trying to drive to school on an empty tank of gas. That same mentality should be utilized by students in ensuring they never come to school without a fully charged Chromebook.

General Policies and Expectations

- Chromebooks are intended for use at school each day. Students are responsible for bringing their fully charged Chromebook to all of their classes every day.
- GEC **will not** provide a"loaner" device for students that fail to bring their Chromebook to school.
- We highly recommend students buy cases for their Chromebook to help protect the Chromebook as well as make it easily identifiable and customized for students to easily identify their Chromebook while in class.
- Chromebook Covers/Shells can be purchased for as little as $10.
- Students cannot place any identifiable (labels, stickers, etc.) on the Chromebook. Therefore, in order to allow students to customize the look of their Chromebook, a shell or cover will allow students to place items on the shell/cover that will make it easy to identify. If a student needs to swap out a

Chromebook for any reason, they can simply remove it from the shell, swap out the Chromebook with Ms. Clark, and place the "new" Chromebook in the shell.

- Chromebooks are particularly sensitive to damage from excessive pressure on the screen. The Chromebook screen can be damaged if subjected to rough treatment. Protect the Chromebook screen by following the rules below:
  - Do not poke the screen with your finger or any other object.
  - Close the Chromebook screen before moving it.
  - Do not lean on the top of the Chromebook when it is closed.
  - Do not place anything near the Chromebook that could put pressure on the screen. o Do not poke the screen. Be careful about placing books and other items against the Chromebook in your book bag as it may be damaged.
  - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or flash drives).
  - Clean the screen with a soft, dry cloth or an antistatic cloth.
  - Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
  - No food or drink is allowed next to your Chromebook while it is in use.
  - To conserve battery life, Chromebooks should be shut down before moving them.
  - Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Greenville Early College.
  - Chromebooks must never be left in an unlocked car or any unsupervised area.
  - Students are responsible for charging their Chromebook's battery before the start of each school day.

Managing Files and Saving Your Work
Saving Google Docs on Google Drive
Students will be logging into Greenville Early College's Google Apps for Education domain and storing/saving files to their Google Drive. With each student's individual Google login, he or she can access their schoolwork from any computer that has Internet access. Students without home wifi will view a tutorial teaching them how to use Google Drive offline.

Receiving and Returning Your Chromebook
- Students must sign the Chromebook Responsible Use Plan and complete the online tutorial before a Chromebook can be issued. The Chromebook Responsible Use Plan outlines the parameters for families to protect Chromebooks and the District's investment in them.
- Chromebook Check-In
- Chromebooks will be returned to GEC Administration during the last week of school. If a student transfers out of Greenville Early College during the school year, the Chromebook and charger must be returned at that time to Ms. Clark.
- All applicable consequences for students having an outstanding debt will apply if Chromebooks are not returned.
- If a student's Chromebook is not returned during the year-end check-in or on transferring out of District, the device will be treated as stolen and law enforcement will be notified.
- Please click on the following link to view a short video from Greenville County Schools regarding the Personalized Learning Initiative.
  https://drive.google.com/a/greenvilleschools.us/file/d/0BzELCUi-_I8ubm1Gc3JFbzFGYWs/view

Greenville Early College Chromebook Responsible Use Plan
The Chromebook Responsible Use Plan outlines the parameters for families to protect the Chromebooks and the District's investment in them.

Acceptable Use
The Greenville School District is pleased to be able to offer access to the District computers, which provide the necessary programs required by classes. The District's network provides access to email, student data cloud storage, and the Internet. To gain access to these resources, students must sign and return this form to the appropriate site administrator.

These materials are provided to enhance educational goals and objectives. It is inappropriate for students to access materials that are not considered educational or to use provided hardware beyond its educational intent. For this reason, it is extremely important that District Acceptable Use policies be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violations may result in disciplinary action up to and including suspension and/or expulsion. When applicable, law enforcement agencies may be involved. Many responsibilities result from the use of these technologies in the educational setting.

Use of Technology Resources
The use of the Greenville County School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Greenville County School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Greenville County School District. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Greenville Early College's Code of Conduct shall be applied to all student infractions.

User Terms and Conditions
The use of Greenville Early College's technology resources is subject to the following terms and conditions:
- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Greenville Early College, the District, along with State and Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
- User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

Cyberbullying
Our definition of Cyberbullying includes all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures. o Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the administration.

School administrators shall fully investigate all reports of Cyberbullying. In situations in which Cyberbullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day to day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or expulsion for verified perpetrators of Cyberbullying. Discipline for Cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law enforcement officials.

Student Responsibilities
- Using computers in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Use of any information obtained via Greenville Early College's designated Internet System is at your own risk. Greenville Early College specifically denies any responsibility for the accuracy or quality of information obtained through its services.

School Site Responsibilities
- Provide Internet and email access to its students. o Provide filtering of inappropriate Internet materials.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Protecting and Storing Your Chromebook Computer
Chromebook Identification
The Chromebook barcode on the bottom of the device will be scanned into our Computer system upon the Chromebook being issued to the student. Any time a device is damaged, it will be scanned back in to our inventory and a new device will be scanned out to the student. At the end of the year, the device will be scanned back in as returned.

Password Protection
Students should not share their passwords with anyone. Students who forget their password can work with the Technology Specialist, Ms. Clark, or request one of their classroom teachers to reset the password.
Storing Your Chromebook
When students are not using their Chromebooks, they should be stored safely. Nothing should be placed on top of the Chromebook. Students are to take their Chromebooks home every day after school, regardless of whether or not they are needed at home. Chromebooks should not be stored in vehicles.

Chromebooks Left in Unsupervised Areas
Under no circumstances should Chromebooks be left in unsupervised areas. Any computer left in these areas is in danger of being stolen and will be the responsibility of the student assigned that device.

Level I Offenses
Level I Offenses are less serious, and consequences begin with a student verbal warning. These offenses may occur either on school grounds or as the student uses the district-owned device at other locations.

Examples of Level I Offenses:
Sharing Passwords
Defacing computers (Stickers, Markers, Etc.)
General mishandling of the device during class time
Failure to bring a charged device
Clearing the web browser history
Creating, accessing, downloading, or distributing non-educational materials without permission and/or during class time
Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission
Failure to Follow Teacher Directives
Failure to be Polite and Courteous Digital Citizens
Repeatedly failing to bring device to class
Other items as deemed by school administration

Violations of these policies may result in one of the following but are not limited to...
Teacher actions for Level I:
Verbal Warning to Student
Contact with Parent
Teacher assigned consequence
Referral to administration

Level 1 offenses may also require:
Financial Restitution
Removal of unauthorized files
Restriction of District Issued Chrombooks use Privileges

Level II Offenses
Level II Offenses are more serious, and consequences begin with administrative disciplinary action. These offenses may occur either on school grounds or as the student uses the district-owned device at other locations.

Examples of Level II Offenses:
Downloading, posting, or distributing material that:
Is harmful or prejudice to others (defamatory, libelous, bullying, or harassing)
Is pornographic, obscene, or sexually explicit or profane (videos,photos, or music)
Is illegal (copyrighted material)
Refers to weapons, alcohol, drugs, guns, or gangs
Constitutes gambling
Is otherwise restricted
Intentionally destroying hardware or software
Engaging in theft
Harming or destroying another user's data
Creating or sharing a computer virus
Disrupting the network or the educational process
Other items as deemed by school administration

Administrative actions for Level II offenses:
Removal of unauthorized files
Financial Restitution
Administrative Consequences
Suspension
Notification of Law enforcement
Temporary or Permanent Suspension of Chromebook Privileges
Recommendation for expulsion

If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

*If a student's District-Issued Chromebook privileges are restricted, this means that for a period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision or not at all. This could result in a negative impact on the students grade and ability to comeple work at school

Greenville Early College
Chromebook Agreement & Permission to Use

Student Name (Printed): _____ Family Group: _____

- I understand that I am being issued a Chromebook to enhance my educational experience; it will be in my sole possession for use at and away from school.
- I understand that I am responsible for the equipment issued to me, and I will care for the equipment in such a manner as to prevent loss, damage, or theft to the best of my ability. I further understand that:
    - The Chromebook is an instructional tool/resource and will be brought to school everyday, charged, and ready for use.
    - The equipment should never be left unattended in an unlocked accessible area.
    - I will use extreme care and caution in the protection of my designated equipment.
    - In the event of damage or loss of any of the equipment, I am responsible for reporting to Ms. Clark the next day.
    - If my device is stolen, I will report the theft immediately to Ms. Clark.
    - I will return the Chromebook and accessories to Greenville Early College when requested prior to testing, my last day of enrollment, or immediately upon request at any time, and I shall return the Chromebook in the same condition as it was issued by the school.
    - The equipment is the property of the Greenville County School District, and I will not remove or alter any district or school labels, markings, or barcodes.
    - I will not install, use, operate, or maintain the Chromebook improperly, carelessly, in violation of any applicable law, GCSD policy, or in any manner contrary to this Agreement.
    - I will not install any programs or change District-required settings on the Chromebook.
    - The use of a Chromebook is a privilege, not a right, for educational purposes. The school may revoke my use of the Chromebook at any time it deems appropriate.
    - Use of my Chromebook is governed by and subject to the rules, policies, and conditions contained in the Greenville County School District's technology acceptable use policy, and other applicable school and district policies, rules, and guidelines.
- A yearly, non-refundable technology fee is required to cover accidental damage by the student. Payment in full to Greenville Early College is expected before devices are issued.

My signature below indicates that I have thoroughly and completely read and understand the above information.

Student Name (Printed): _____

Parent/Guardian Name (Printed): _____

Telephone: (W)_____ (C)_____

Parent E-Mail Address: _____@_____

Student Signature: _____

Parent Signature : _____

For a comprehensive copy of the Early College Personal Electronic Device Policy, please visit
www.greenville.k12.sc.us/ec