

Horton High School Chromebook Policies and Procedures 2015



In the 21st Century there is a growing expectation that education blend the use of technology with an engaging and rich learning environment. In order to prepare students at Horton High School as digital citizens, students have access to individual Chromebooks to personalize their education and gain access to a suite of digital tools. This is just one of many tools that can be blended with the traditional classroom, but it comes with a necessary awareness of digital rights and responsibilities.

The purpose of this document is to outline school policies and procedures in the use of Chromebook technology at Horton High School. The policies highlighted in this document are intended to work along with existing Annapolis Valley Regional School Board and Nova Scotia Department of Education policies and will act as a foundation for classroom requirements, which may be set by individual teachers.

Chromebooks issued directly to students are the property of the Annapolis Valley Regional School Board. All users will follow this policy along with the AVRSB Public School Network Access and Use Policy.

1) Receiving and Returning Your Chromebook

Receiving Your Chromebook

- Chromebooks will be distributed to students for use during the regular school year. Students will receive a Chromebook, power adapter, and protective sleeve - and will be expected to return the items at the end of the school year in the same condition.
- All Chromebooks are inventoried and labelled for identification. Students are not permitted to tamper or obstruct identification tags.
- Parents and students must sign and return the Chromebook agreement before the equipment can be issued.

Returning Your Chromebook

- HHS students are issued a Chromebook during the school year for as long as they are enrolled at the school. Students will be required to return all of the issued technology if they transfer from the school or at the end of the school year at a set date. Chromebooks are stored over the summer months and the same device is re-issued to returning students in the new school year.
- As the Chromebooks are school property, damage, loss, or theft of the property will be treated seriously and dealt with accordingly on a case-by-case basis within AVRSB policy and legal boundaries. Users are expected to show reasonable care in the use of the technology (as outlined in Using Your Chromebook at Home and School).

2) Using Your Chromebook at Home and School

- As the use of information and communication technology is a part of Nova Scotia curriculum, students are expected to use their Chromebooks at HHS.
- Students are permitted to use their Chromebooks at home, understanding that the technology is school property and covered under the AVRSB Public School Network Access and Use Policy, even when it used at home on a private network.
- If a student does not bring their Chromebook home, they are responsible for securely storing the Chromebook in the provided protective sleeve at the school. Storage in a locker or locked cabinet is acceptable.
- Any damage, loss, or theft of a Chromebook must be reported to HHS administration immediately.
- Any technical issues with the Chromebook must be reported to HHS staff or AVRSB IT staff immediately. This includes, but is not limited to: battery issues, loss of network connectivity, Chrome OS issues, screen display issues, malfunctioning USB ports, keyboard malfunctions, and other hardware problems.
- Any hardware or software repairs that are not caused by misuse will be covered without cost to the student. However, repeated accidents may result in restrictions being placed on the user (see chart below).
- Any hardware or software repairs or loss of the technology that are caused by misuse may result in disciplinary actions and restrictions placed on the user (see chart below).
- Any reports of theft will be referred to the police.

Incident (which pertains to Chromebooks, chargers, and any other equipment issued to students)	Necessary Actions (these guidelines and actions may vary depending on extenuating circumstances)
Normal Maintenance and Repair not Caused by Misuse or Accidental Damage.	Reported immediately to HHS administration or AVRSB IT staff. If repairs are required and determined to be necessary due to regular use, the student must return all equipment, as they will be issued a replacement Chromebook, charger, and case.
Accidental Damage	Reported immediately to HHS administration. If repairs are required and determined to be accidental, the student must return all equipment, as they will be issued a replacement Chromebook, charger, and case.
Damage Due to Misuse	Reported immediately to HHS administration. If repairs are required and determined to be caused by misuse, the student must return all equipment and appropriate consequences will be determined according to the Provincial Code of Conduct. The student will not be issued a replacement and will access their Google Apps for Education account on school-based technology. If the equipment is returned after repairs, limitations may be placed on its use, such as not bringing the device home.
Loss (of any equipment)	Reported immediately to HHS administration, which will examine each case and the circumstances leading to the loss. Depending on the findings, the student may be issued a replacement or required to access their Google Apps for Education account on school-based technology. If a replacement is provided, limitations may be placed on its use,

	such as not bringing the device home.
Theft (of any equipment)	Reported immediately to HHS administration, which will examine each case and the circumstances leading to the theft. Most cases will be referred to the police. Depending on the findings, the victim may be issued a replacement or required to access their Google Apps for Education account on school-based technology. If a replacement is provided, limitations may be placed on its use, such as not bringing the device home.

3) Care of your Chromebook

General Guidelines

- The Chromebook is property of the Annapolis Valley Regional School Board.
- The Chromebook is assigned to an individual use. Other users, inside and outside the school, are not permitted to use the device.
- The Chromebook, including the battery, is under warranty for repairs due to regular use. It is important that students take care in the use, transportation, and storage of the Chromebook to maximize its service.
- Students are responsible for having their Chromebook charged for class.
- All Chromebooks are marked with an engraved asset number and numbered with stickers for identification. Students are not permitted to remove or distort these identifiers.
- Students are prohibited from marking the surface of the Chromebook and/or accessories in any manner, including the use of stickers or labels.
- Chromebooks and accessories cannot be left unattended in an unlocked or unsupervised location.
- Cords and peripherals should be inserted and removed from the Chromebook with care.
- Only use a dry cloth to clean a Chromebook. Never use water or cleaners.
- Never expose a Chromebook to extreme cold or heat.
- Do not eat or drink around a Chromebook.
- Do not stack materials on top of a Chromebook, place it in a tight bag or space, or engage in any action that puts excessive pressure on the device.
- Students are not permitted to access another student's Chromebook or Google Apps for Education account.

Access to Digital Tools and File Storage

- As the Chromebook and the Google Apps for Education account are educational tools, students should limit the amount of personal use and recognize the limited expectation of privacy outlined in the AVRSB Public School Network Access and Use Policy.
- Students should save their work to their Google Drive space in their Google Apps for Education account.
- The limited physical storage on the Chromebooks is not backed up and should only be used for educational purposes.

- The Chromebooks are managed virtually and it is the student's responsibility to backup locally stored data. The AVRSB is not responsible for lost data in the event the Chromebook is reset, updated, or reimaged.
- Chromebook malfunctions are not an excuse for not submitting homework or communications. Students will not be penalized in the event of a school-wide network loss and their Google Apps for Education account is unavailable.
- Students are not permitted to remove Chrome extensions/apps that are remotely loaded on their Chromebook by the AVRSB, school administration, or HHS staff.
- Any attempt to 'jailbreak' or alter the operating software of the Chromebook will result in disciplinary action under the Student Code of Conduct.
- The AVRSB, school administration, and HHS staff have the right to limit the user's ability to install extensions and apps on the Chromebook.
- The AVRSB, school administration, and HHS staff have the right to remove (with no responsibility for lost content) extensions, apps, and content deemed to be inappropriate.
- If allowed to install Chrome apps and extensions, the student is responsible for managing the apps and extension they place on the device. Poor performance and technical issues that arise as a result of apps and extensions installed by a student are not supported by AVRSB staff.
- Chromebooks must be made available for physical inspection upon request from AVRSB staff, school administration, and HHS staff. Staff may also inspect devices virtually at any time, without notice, through the Chromebook Management system.



Horton High School Chromebook Initiative Some Common Questions & Answers

Introduction

The integration of technology is not something that can be dictated and there is no magic formula. Students and staff simply need access to digital tools that add to existing classroom tools used to support productivity, assessment, communication, and classroom management. It will look different in every classroom and with every student, but that is the idea. Students need an environment where productive and ethical use of technology can be modelled and incorporated within the curriculum.

As with a growing number of schools around the world, in our school board it is possible to provide students with a device that is more personal to them and available in both home and school. All Horton will be issued a Chromebook that they can use during the school year as a way to develop 21st Century skills and support their education.

How does a Chromebook work?

A Chromebook is a small laptop that runs on Google Chrome, the same Internet browser that you may have installed on your own computer. All students and staff in Nova Scotia will be using Google Apps for Education GAFE, which means their files and tools (apps and software) are hosted in an account. The Chromebook is just a way to access that account, so very little is stored on the actual device.

Why is this going to help?

Research shows that when technology is integrated with good teaching practice, that students are more engaged and achievement levels increase. Having a device where students can customize their learning tools and not have to worry about access provides more opportunity to demonstrate their understanding of the curriculum. In addition, Nova Scotia has Information Communication Technology outcomes that all students are expected to cover from grades P-12—including digital citizenship, communication, productivity, problem solving, and operations.

How will Horton manage a large number of Chromebooks?

The devices and GAFE accounts are managed by the school board. We can remotely set permissions and restrictions, install apps/software, and troubleshoot. As these are educational tools, they fall under school guidelines in the use of technology, and the Provincial Code of Conduct. In terms of management, these devices are no different than the computers sitting in our schools and thus are subject to the same expectations found in our Student Handbook.

What is the expectation for the use of the Chromebook?

Students are expected to have their Chromebooks at school and available as needed. Students are permitted to take the Chromebooks home, understanding that the devices are still a school computer—even outside the school walls. For a full list of expectations and responsibilities, please refer to the Horton Student Agenda.

Who is responsible if the Chromebook breaks or is stolen?

Under regular and reasonable use, students are not responsible for theft or damage. However, the school will determine on a case-by-case basis whether restrictions need to be imposed.

I'm worried about the amount of screen time and social use?

We all are. We live in a digital society and the use of technology is something that needs to be modelled both at home and in school. These tools are encouraged to be used in situations when it enhances teacher instruction and assessment. There will be many times that the Chromebook is not the best option and students will be asked to put them away. Under digital citizenship outcomes, students will see the use of technology through an ethical and critical lens so they can learn how to balance their digital identity into the future.

