

# UCC Schools - Chromebook Policy & Handbook

*The mission of the 1-to-1 technology program at our UCC Schools is to create a collaborative learning environment for all learners. 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 life-long learners and users.*

## Device Purpose

The United Community Center and UCC Schools supply students in grades K5-8 with a Chromebook device. This device is property of the UCC Schools and provides student access to required educational materials needed for each student to be academically successful. **The supplied device is an educational tool and is not intended for gaming, social networking, entertainment, or high end computing.**

The policies, procedures, and information within this document apply to all Chromebooks used at all UCC Schools by students, staff, or guests including any other devices considered by the Administration to fall under this policy. **Teachers and school administrators may set additional expectations for Chromebook and technology use in their classrooms and buildings.**

## Receiving Your Chromebook:

Chromebooks will be distributed at the beginning of each school year. **Parents & students must sign and return the UCC School Technology Use Agreement and pay the yearly technology fee before a Chromebook can be issued to their child.**

## Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of the school year. Failure to return the Chromebook will result in a replacement cost being assessed to the family.

Any student who transfers out of UCC Schools will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency. Fees already paid will not be reimbursed for students that withdraw from our UCC Schools.

**8th Grade Students:** Upon graduation, 8th grade students will be able to keep their Chromebook as a personal device. Students may be issued a different device if a replacement device was recently issued due to frequent damage or misuse. Upon graduation, UCC Schools are not responsible for any maintenance or repairs on Chromebooks.

## Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the school office.

## General Precautions:

- Chromebooks must remain in the school provided case at all times.
- No food or drink should be near your Chromebook when in use.
- 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 as this may break the screen.

- 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.
- Always bring your Chromebook to room temperature prior to turning it on.
- Chromebooks should be charged fully each night at the student's home. (*not required for K-2 devices*)
- Chromebooks should *never* be stored in a vehicle.
- Never leave chromebooks in an unsupervised or unsecured location. If chromebooks are lost or damaged, it is the responsibility of the student to pay for the lost/damaged device.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

### **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).
- Do not pick up the chromebook by the screen when opened.
- 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. Pre-moistened wipes can be used on the screen if they are not excessively wet.

## **Using Your Chromebook**

### **At School:**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **At Home:**

Students in grades 3-8 are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Repeat violations of this policy will result in referral to administration and possible disciplinary action. It is recommended that students do NOT carry the AC Adapter power cord (charger) to school.

Students in grades K-2 will keep their Chromebooks at school to be charged in a charging cart in their classroom. Students are responsible for placing their device in this cart each day, and plugging their device in to be charged overnight.

### **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring a personal headset or 'ear-buds' for any audio projects they work on. Headphones must be WIRED. **WIRELESS or Bluetooth headphones are NOT allowed for use during the school day.**

### **Video & Camera Access:**

Student chromebooks have cameras available that will be enabled when educationally necessary for students. Video camera access is only intended for students to engage in instructional activities with school staff. Any use of camera access for non-academic purposes will result in Chromebook access being limited or removed altogether.

## Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive. 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 as the work is being completed. It is the responsibility of the student to maintain the integrity of their files and keep proper backups.

## Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the student's name or device barcode/ID is acceptable on the Chromebooks. Spot checks for compliance will be done by administration or teachers at any time. Personalized media are subject to inspection and must follow the UCC Schools acceptable use policy.

Inappropriate media may not be used as a screensaver, background, or profile image. Presence of guns, weapons, sexualized material, inappropriate language, alcohol, drug, gang related symbols or pictures on any school Chromebook or device will result in disciplinary action and possible loss of technology privileges.

## Software on Chromebooks:

### Originally Installed Software:

The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. Students are NOT allowed to tamper with any programs or software that have been installed on their Chromebooks. **If there is evidence of attempts to remove or alter security or monitoring software on a student Chromebook, student chromebook access will be limited or removed altogether.**

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and will automatically install updates when the computer is shutdown and restarted. From time to time the school may add software applications for use in a particular course. Students are unable to install additional software on their Chromebook other than what has been approved by UCC Schools.

### 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 as well as inappropriate material being carried into the school.

## Protecting & Storing Your Chromebook:

### Chromebook Identification:

Chromebooks will be labeled and identified in the following ways:

- Unique barcode given to each device and tracked through our library catalog system
- Individual Student Name
- *Under no circumstances are students to modify, remove, or destroy identification labels.* If identification labels fall off accidentally, please bring your device to the school office to be relabeled.

### Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers *with the lock securely fastened* (grades 3-8) or in a classroom charging cart (grade K-2). Nothing should be placed on top of the Chromebook when stored.

Students in grades 3-8 need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should *never* be stored in a vehicle.

### Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing and monitoring their Chromebook during extra-curricular events.

### **Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## **Repairing or Replacing Your Chromebook:**

### **Chromebooks Undergoing Repair:**

- Loaner Chromebooks may be issued to students when they leave their Chromebook. If a repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook and students may lose their technology privileges for a period of time, or indefinitely.
- Repaired Chromebooks may be restored and reset to default factory settings when returned.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for factory parts and labor.

### **Factory Warranty**

Lenovo and Samsung are the brands of Chromebooks provided by UCC. These companies warrant the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date UCC takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The Lenovo/Samsung warranty *DOES NOT* warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to school staff.

If a Chromebook becomes defective (at no fault of the student) after the factory warranty expires, BGCS will replace the Chromebook at no charge with a refurbished Chromebook.

### **Lost or Stolen Device and Accessories:**

A Chromebook or any of its accessories that are lost (whereabouts unknown) is the responsibility of the student and parent involved in the loss of property. UCC Schools are not responsible for the loss of the Chromebook. The replacement costs of our school Chromebooks is approximately \$275. The user will not be given another device or accessory to use until the replacement cost of the lost device or accessory is paid to the school. Failure of the parent, legal guardian, or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.

UCC Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

### **Chromebook Damage, Repairs, and Replacements**

Any damage caused to student Chromebooks and school technology is the responsibility of the student and parent involved in the damage of property. UCC Schools are not responsible for cosmetic damage, or damages caused by intentional (or accidental) misuse and abuse of school technology and/or accessories. UCC Schools will assess all Chromebook damage and repair or replace the device if the damage is not caused by student action or determined to be within the protection guidelines.

**\*\* Intentional or repeated abuse, misuse, loss, or negligence of school technology may result in the loss of technology privileges and internet access across our UCC Schools. In these circumstances, parents and/or students may be charged for the full replacement cost of a device (\$275)\*\***

## Yearly Technology Fee

Students will be asked to pay a yearly resource fee in order to help cover the cost of school technology, device replacements & repairs, device licensing, digital program access, and the care and maintenance of school technology over time. This fee will be paid each academic year from K5-8th grade.

**BGCS and BGMS K5-8th Grade Students:** Bruce Guadalupe students support the costs of our school technology for 9 years (\$50 each year). If determined to be necessary by the UCC Schools IT department, each Bruce Guadalupe student can receive **ONE** replacement Chromebook without cost to families during each student's K5-8th grade academic career at our Bruce Guadalupe Schools (\$275 value). Additional repairs or replacements will be billed to families.

**UCC Acosta 6th-8th Grade Students:** UCC Acosta students support the costs of our school technology for 3 years (\$75 a year), thus their fee structure is slightly different. Repairs and replacements will be billed to families.

**Graduating Students:** Supporting yearly technology costs promises that at their graduation, ALL graduating 8th grade students (at BGMS and Acosta) will be allowed to keep their school issued Chromebook after paying this yearly fee.

### UCC Schools Yearly Resource Fees

Building		1 child	2 children	3 or more children
Bruce Guadalupe	<p><b>Yearly technology resource fee</b>  <b>For all Bruce Guadalupe students K5 - 8th grade</b>  <i>**ONE replacement chromebook issued during K5-8th grade academic career without cost**</i></p>	\$50 a year	\$100 a year	\$100 a year
UCC Acosta	<p><b>Yearly technology resource fee</b>  <b>For all UCC Acosta students</b>  <b>6th - 8th grade</b></p>	\$75 a year	\$150 a year	\$150 a year

## UCC Schools Chromebook Repair Process

UCC Schools will work to see that Chromebooks are operational. It is the responsibility of the students to handle their assigned device appropriately. If accidental damage occurs, the school will work with the family to see that the device is repaired in a timely manner. Families will be informed when repairs or replacements are needed, and will be issued a bill for these costs. Once families pay for the cost of repairs, students will be issued a temporary device to use while their device is being repaired.

### Approximate Cost of Replacement Parts and Repairs

Replacement Charging Cord	Replacement Case	Replacement Screen	Damaged Keys or Trackpad	Lost, Stolen, or Intentionally Damaged Device that cannot be Repaired
\$15	\$20	\$50	\$25	\$275

# UCC Schools Acceptable Use & Digital Citizenship Policy

## Current filtering methods

UCC Schools 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.”

UCC Schools employs the following methods to enforce each of these requirements:

- The school uses content filtering and monitoring software to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff.
- Our UCC School Administrators and Instructional Technology Specialist 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*.
- ***Any attempts to circumvent network security and monitoring systems will result in temporary (or permanent) loss of Chromebook and/or internet privileges, and additional consequences as determined by school administration. This includes attempting to change an account password, adjusting the security settings on any school issued technology, attempting to remove security and monitoring software, accessing another individual's account or files, or abusing school networks, technology, or infrastructure.***
- UCC Schools has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the school's principals, in cooperation with information provided by the Information Systems staff. These offenses follow the same disciplinary policy as other discipline at UCC Schools. For more information about the District's Network/Internet Agreement form, please see section 2 below, labeled Acceptable Use Policy (AUP).

## Acceptable Use Policy (AUP): Technology Code of Conduct

It is the intent of the UCC Schools to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with 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. 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 school standards and honor the agreements they have signed. ***UCC Schools maintain the right to restrict or monitor internet access and digital communications of individuals utilizing the UCC network and UCC technology with the goal of ensuring that technology access and use is only for educational purposes.*** Beyond the clarification of such

standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas (Google Drive accounts and student files) 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 District servers, within school-issued Google Accounts, or on school-issued devices to always be private.

### **Internet and E-mail Access**

Access to the Internet, and email for educational purposes when appropriate, will enable students to use and locate academic materials and digital programs. Within reason, freedom of speech and access to information will be honored.

All electronic communication (email, chats, etc) should be related to educational needs and academic pursuits. Electronic communications on school issued technology and networks are not private and subject to inspection by UCC School administration at any time. If electronic communications are found to be inappropriate or malicious in nature, access to technology or communication platforms may be limited or removed altogether.

Families should be warned that some material accessible via the Internet might contain items that are inappropriate, 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. UCC Schools believe 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. ***It is the responsibility of parents or guardians to monitor a student's technology usage at home.***

If students accidentally encounter inappropriate or adult content while accessing the internet at school or on school technology, they should immediately inform their teacher or another school staff member.

### **Publishing to the Internet**

Student work may be considered for publication on the Internet, specifically on the school's Website or a classroom Website. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

### **Respecting Privacy**

Students are expected to respect and protect the privacy of others by following these expectations:

- Use and access only accounts assigned to themselves.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

### **Protecting Network and Security**

Students are expected to protect and respect the integrity, availability, and security of all electronic resources. They should report security risks and violations to a teacher or school staff member. Students should not destroy or damage data, networks, or the files and resources that do not belong to them, without clear permission of the owner. Students are intended to conserve, protect, and share resources with other students and members of our UCC School community.

### **Intellectual Property**

All UCC school students and staff are expected to respect and protect the intellectual property of others. This means that students are expected to:

- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize the work of others (plagiarism means to use the words or work of others and represent it as your own).

### **Digital Citizenship**

All UCC school students and staff are expected to demonstrate digital citizenship by using technology and the internet safely, responsibly, and respectfully of others and our school community. This means that students are expected to:

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting communications or materials to school staff.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project

### **Online Safety Awareness**

It is our District's goal to empower our students to make their computer/Internet experiences safe and responsible. To help facilitate this, the school's handbook includes the Acceptable Use Policy which all students and parents/guardians are required to read, sign, and return to the school administrator or designated staff member.

To achieve "Online safety" requires training/professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy.

Online Safety is integrated across the curriculum. The faculty receives resources and training in order to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

### **Consequences for Violation**

Violations of these policies as described here may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Student access to technology, electronic communication, and digital programs may be limited or revoked as a result of violating this policy. Consequences for abuse of this policy will be determined by UCC School administrators, and will be discussed with students and parents.



## UCC Schools Technology Use Agreement

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

**Parents/Guardians: *please read and initial each point below.***

- \_\_\_\_\_ I have read and discussed the Chromebook Policy Handbook and the Responsible Use of the Internet document 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 or loss of technology privileges across our UCC Schools.
- \_\_\_\_\_ I understand the Chromebook repair process. If a device is damaged, families are responsible for the cost of repairs or replacement parts. Lost or stolen Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value.
- \_\_\_\_\_ I have paid the \$50 (\$75 for Acosta students) yearly resource fee for each of my children (NON-REFUNDABLE)

By signing below, I understand that using a Chromebook is a privilege and not a right. I will help to ensure my child follows the rules and expectations outlined in this policy, and understand I am responsible for monitoring my child's technology use at home.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students: *please read and sign below.***

- I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy and I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action or loss of Chromebook or technology access.
- I also understand that misuse of the chromebook may result in forfeiture of its use.
- Teachers may confiscate student chromebooks if students are using their device for non-academic purposes, accessing inappropriate content, using their devices for gaming or other non-academic work, or doing other subject homework during instruction time. (*parents will have to pick-up the chromebook from the school in such cases*)

By signing below, I understand that using a Chromebook is a privilege and not a right. I will follow the rules and expectations outlined in this policy, and will choose to use my Chromebook and school technology responsibly and only for academic purposes.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**School:** BGCS BGMS AMS **Grade:** \_\_\_\_\_ **Class:** A B C D E F