



## DEVICE HANDBOOK

STUDENT MOBILE DEVICE CARE & USAGE HANDBOOK

2023/2024 SCHOOL YEAR

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# Core Beliefs

At Black River Public Schools, it is our belief that technology will help to provide learners with a scalable and sustainable 21st Century learning environment that will have a positive impact on student achievement and literacy for all, while preparing students for college and life. In accordance with this district vision, our instructional and support staff operate under the following core beliefs:

When implemented with efficacy:

1. Student engagement and learning can increase with the use of technology.
2. Technology supports differentiated instruction.
3. Technology supports the differentiation of learning.
4. Active participation and contributions to the learning process can increase with the use of technology.
5. Project and inquiry-based learning experiences are enhanced with the use of technology.
6. Technology supports broader collaboration opportunities both locally and globally.
7. 21st Century communication requires fluency in the use of technology.
8. Teachers benefit from professional development where they can create and implement instructional and learning opportunities that apply best practices in teaching with the integration of technology.

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## General Policies & Procedures

1. The student Chromebook and charging cord issued to the student are the property of Black River Public Schools. This device is on loan to each individual student on an annual basis.
2. Students will be responsible to bring their Chromebook to school every day, fully-charged (approximately an 8hr life under constant use) and ready to use for learning activities in class. Chargers could, or should, remain at home.
3. Each Chromebook is assigned to an individual student for the duration of his/her time at Black River Public Schools. Students should never “swap” or “share” the device with another student unless directed by a teacher in a classroom setting. Chromebooks should always be in a student’s possession or safely secured in a classroom or locker.
4. Students are expected to keep Chromebooks in good condition. If a device is damaged, it is the expectation that the student brings in the device as soon as they know about the damage. If damage is noticed by tech staff when the device is brought in for a different reason, staff will determine the fix and the cost of repair will be applied.
5. Students are expected to leave the green asset sticker on their device at all times. A \$20 fine will be assessed for the removal of this identification.
6. This Chromebook must be used in accordance with all district technology, discipline, and acceptable use policies, as well as any applicable laws -- both at home and at school. [Student Acceptable Use Policy](#).
7. Use of this Chromebook, as well as access to the network, the internet, and email is a privilege, not a right.

8. Chromebook and networks in the classroom and at home are for student academic purposes and should support education.
9. Students are prohibited from downloading or installing illegal music, movies, or other copyrighted material. Additionally, altering or modifying the original pre-set Chrome Operating System without a teacher's permission is prohibited.
10. Photos/Video - Inappropriate use of the camera will result in disciplinary action. The camera should be used for academic purposes (i.e. recording a presentation or peer edit) only at the teacher's discretion and with permission of those on video/audio.
11. Student devices & accounts can be placed on restricted internet access at the discretion of the administration.
12. Students must comply with all requests to turn over their District Chromebook and equipment by teachers and administrators. Failure to do so could result in disciplinary action. The school reserves the right to periodically check devices for unauthorized materials.
13. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
14. Removing any part of the device, attempting to repair damages oneself, or opening up the device to access internal components is not permitted.
15. Failure to comply with any policy or procedure outlined above or within this document may result in disciplinary action. Black River Public Schools may remove a user's access to the Chromebook or network without notice at any time if the user is engaged in any unauthorized activity.

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## Chrome Operating System

### Chrome OS

The Chromebook Operating System (OS) updates itself automatically and is managed by the district.

### Google Suite for Education

- Chromebooks seamlessly integrate with the G Suite for Education apps bundle. This suite includes Google Drive, Docs, Sheets, Slides, Drawings, and Forms. Additionally, Google offers the ability to control other products within our domain.
- The administration and technology staff reserve the right to determine which Google Apps, as well as third-party apps and extensions, to allow students to add to their Chrome OS/user account.
- Work done within the G Suite apps is stored via Google Drive in the cloud.
- Student accounts are issued and maintained through Black River Public Schools' Google domain.
- For more information about G Suite for Education, please visit [this guide](#).

# Distribution & Collection

## Distribution

Students will be issued their BR Chromebooks at the start of each school year. Links/resources for all steps listed below will be easily accessed at <https://www.blackriverpublicschool.org>. Before a student is issued a Chromebook each year, the following must have taken place:

1. Students must have an Acceptable Use Policy form on file digitally or physically agreed upon by them and their parent/guardian.
2. Students and parent/guardian must read and agree to all policies and procedures outlined in this document for care and use of the Chromebook, and complete the Form indicating acceptance/acknowledgment of this handbook.
3. Parents/guardians will be required to purchase or waive insurance to cover theft or accidental damage to their device (see the following page).

## Collection

In the event of a student leaving Black River Public Schools for any reason, the Chromebook and original Chromebook charger must be turned in to an office or technology staff in person on or prior to the last day of student attendance. Students who are long-term suspended or expelled from Black River Public Schools will also be required to turn in their Chromebook. If the device is not returned in a timely fashion, the administration will contact the student/parent to inform them that the next step is a referral to the Holland PD to assist with the retrieval of district property if necessary.

All student Chromebooks will be re-collected at the end of the school year and re-distributed in the fall. Any damages requiring repair found during the summer re-collection process will be charged in accordance with the insurance policy listed below along with a \$20 fine for not submitting the device for service at the time of the damage.

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## Insurance

Black River Public Schools strongly recommends that parents purchase insurance to cover accidental damage and theft of student Chromebooks. The replacement value of the current Chromebooks is set at \$300. At this time, there are three options for insurance.

- 1. Pay Insurance with cash or check in person**
  - Complete the insurance form (part of the AUP & Chromebook Order form) and watch for a charge on your Infinite Campus account. Then submit payment to the main office prior to device distribution.
- 2. Pay Insurance with a credit card through Infinite Campus online or in person**
  - Complete the insurance form. Again, a charge will be added to your IC account which you can pay with a credit card online or in the main office prior to device distribution.
- 3. Wave insurance**
  - Complete the Chromebook Insurance Form indicating you are waving coverage.
  - Submit the signed form, acknowledging that you understand any damage, loss or theft is fully (up to \$300) your responsibility, prior to device distribution.

### Insurance Information

Black River Public Schools is the sole provider of the insurance. Under this agreement, Chromebooks are protected against accidental damage or theft. Black River Public Schools requires insurance and a police report to be submitted in cases of theft. A student making a false report will be subject to disciplinary action.

This policy **does not** cover loss of the Chromebook and/or accessories, cosmetic damage, or damages caused by intentional misuse or malicious destruction. Black River Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/students may be charged for full replacement cost, licensing, and time for a device that has been lost or damaged due to intentional misuse or abuse.**

The insurance cost and claim coverage are outlined in the table below. If your household requires financial assistance with this fee, please contact the main office for possible scholarship opportunities to help offset the cost.

### **Insurance Program Costs**

BR Annual Insurance Fee	Claim #1	Claim #2	Claim #3 or more
Annual coverage \$40	Covered 100% for parts (up to \$100) and labor  50% of parts covered over \$100 up to the \$300 replacement cost	Covered for 50% of parts and labor (up to \$100)  25% covered over \$100 up to the replacement cost	Not covered. Fees for parts and labor are charged 100% up to replacement value

### Refundable Deposit Option

At this time, Black River is not offering a refundable deposit option. Should this option be offered in the future, those already borrowing a Chromebook and paying insurance will be notified and costs including any insurance paid that year will be taken into consideration.

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## **Repair & Deductible Fee Payments**

Black River will regularly run reports of fees owed by students for insurance claims and repair/replacement costs. Students and parents will be notified upon assignment of fees, and the District reserves the right to withhold privileges (i.e. tickets to student events, participation in graduation proceedings, yearbook distribution, field trips, etc.) if fees remain unpaid. Fees will be payable in the main office or on Infinite Campus. **Claim counts reset every year for students.**

# Privacy, Security, & Filters

## Network Monitoring & Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use. **Student internet access will be filtered via our district's web filter, both on campus as well as when at home. Any student that attempts to circumvent the built-in filter will face disciplinary action in accordance with the Acceptable Use Policy and Student Handbook.**

## Passwords

Passwords are provided by Black River Public Schools and can be changed at any time. Do not share passwords with anyone, ever. All password issues are handled through the Black River Technology Department. If a student requires help with a password reset, the student should submit a [Help Desk ticket](#) or report the issue to the technology department.

## Staff Inspection

Students could potentially 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 contained on the device.

## Operating System

Chrome OS updates itself automatically and is managed by the District. Students should never change or tamper with the settings or operating system. Students found to be changing settings inappropriately or resetting the established district settings by wiping the device will face disciplinary consequences up to loss of device privileges.

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## Chromebook Care

Students are expected to treat their Chromebook with care and respect and never leave it in an unsecured location. Placing inappropriate stickers on, writing or drawing on, engraving or otherwise defacing the Chromebook or charger is not allowed and will result in consequences. Students may not interfere with or remove serial number and asset identification tags.

## General Precautions

- Students should always keep their Chromebook secured when unattended.
- When transporting, the Chromebook should be closed and better yet stored in a backpack or case.
- Use extreme caution with food or drink near the Chromebook.
- Cords, cables, and removable storage devices must be inserted/removed carefully.
- Heavy objects should never be placed on top of a Chromebook, including inside backpacks.
- Don't lean on or use a Chromebook as a writing surface.
- Never leave your device in extreme temperatures, direct sunlight, or in a vehicle overnight.
- Always bring your Chromebook to room temperature prior to turning it on.

## Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store or transport a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (i.e. pens, pencils, or cords).

## Cases

Students are **highly** encouraged to use their own personal backpack, case, or sleeve to transport their device safely. A \$30 case can add a lot of personalization as well as protection and \$30 is fairly cheap when new screens are currently around \$90 plus labor.

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## Chromebook Use

### Educational Use

School-issued Chromebooks are intended for educational purposes and students are to adhere to the Acceptable Use Policy at all times.

### Ownership

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are the property of Black River Public Schools, not the student to whom it is issued.

### Charging the Device

Students are expected to bring a fully charged Chromebook to school every day. Continued instances of not doing so and requiring a loaner device or cord could result in a discipline referral.

### Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, inappropriate stickers, paint, and adhesives. Removal of any of the above at the time of Chromebook return could result in the assessment of additional fees.

Students may add appropriate music, photos, and videos to their Chromebook via their Google Drive. Personalized media is subject to inspection and must follow the Black River Public Schools' Acceptable Use Policy, as well as all applicable laws.

### Use Outside of School

Students are encouraged to use their Chromebooks at home and other WiFi-enabled locations for educational and appropriate personal purposes. While the Chromebook has an offline capability for editing and creating documents, a WiFi connection to the internet will be necessary to fully take advantage of the Chromebook. Students are required to abide by the Acceptable Use Policy and Student Handbooks, local, state, and federal laws. Internet access on these Chromebooks will be filtered back through our system even when off campus and monitored accordingly.

## Sound

Unless permission is given by the teacher, the sound should be muted on student devices during class. Student-provided headphones may be used at the discretion of the teachers.

## Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printing from the Chromebook by students is enabled and monitored by staff. Conservation of paper and resources is encouraged and excessive or inappropriate printing will be dealt with.

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## Maintenance & Repair

### Tech Support

Our commitment is that all students will have a working device all day in their academic classes. For first-level support with any Chromebook issue (i.e. minor repair, device not working, battery not charged), students should bring the device to tech support in the computer lab. BR Technology staff will determine whether the repair is covered under warranty, will be considered an insurance claim, or will be charged to the student's account.

### Spare Devices & Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner devices. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction of their teacher. Disciplinary action may result from failure to bring a fully charged Chromebook to school on a frequent basis.

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## Handbook Review

This handbook will be reviewed annually to ensure policies are up-to-date and relevant to our 1:1 initiative. The District reserves the right to make annual changes to this handbook as needed.



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# Appropriate Uses & Digital Citizenship

## Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open-source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.