

FAIRFIELD AREA SCHOOL DISTRICT



FASD Chromebook Program Handbook

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A Message to Students and Parents/Guardians:

The Fairfield Area School District classroom is unrecognizable compared to a decade ago. Technology is moving at a pace that demands increased attention from teachers, students, and families. To meet this demand, Administrators and the Technology department at FASD have been working to ensure your child(ren) are more prepared for life and the workforce after graduation. We're pleased to start providing devices at a level that allow students to take them home and be available when they need them.

Chromebooks have been a popular choice by many school districts across the country. Their relatively low cost, software adaptability, and high battery life have made them an excellent choice for education in and out of the classroom. While it's true that most places of work in the real world do not operate in a Chromebook environment, many of the same skills students learn on these devices transfer to Windows and other work devices. Many of our teachers have curriculum in finance, coding, and word processing with all of it done on a Chromebook.

This program aims to accomplish more than just technology skills. Chromebooks provide an opportunity for increased collaboration with both fellow students and teachers. Increased availability of this technology also opens up a world of learning opportunities at home and school that many students typically don't get to experience. FASD staff will still be filtering the devices to ensure these opportunities are not interrupted by inappropriate content.

Students in grades 7-12 are issued a Chromebook computer that will travel with them throughout the school day and may also be taken home after regular school hours. The laptop, software, and all accessories remain the property of the Fairfield Area School District at all times and are loaned to the students for educational purposes. During the end of the academic school year, the laptops will be collected for routine updates and maintenance.

Instructional Impact:

Through the Fairfield Area School District Chromebook Program, we have confidence that teaching and learning will be improved in the following ways:

- ✓ Increased Student Engagement
- ✓ Increased Student Achievement
- ✓ Increased Students Attendance
- ✓ Increased Student Interest in School
- ✓ Increased Personal Responsibility
- ✓ Improved Teaching Methods
- ✓ Extended Curriculum and Resources
- ✓ Improved Cross-Curricular Collaboration
- ✓ Greater Creative Thinking & Problem Solving
- ✓ Greater Collaboration & Teamwork

Opting Out:

Technology is an integral part of the education all students receive at the Fairfield Area School District. Chromebooks should be considered as essential to the educational process as a textbook and we want them to take advantage of the powerful learning resources available with it. Therefore we are disallowing opting-out of the program at this time.

If you feel uncomfortable with your student taking the device home, please contact your school's office to arrange for the student to store the Chromebook in the building rather than taking it home; it will need to be checked out at the start of each day and checked in at the end of each school day.

The decision to disallow opt-outs is due to the fact that technology is already an important element of our instructional program, and it is crucial that each student have access to technology that they need and upon which teachers can rely. Although opting out is not an option, it also does not mean you will be forced to enroll in the protection program. That can still be done at your discretion and is not required, but any damage may be your responsibility.

Internet Access:

Home internet access is not necessary to participate in this program. If there is Internet present in the student's home, a broadband internet connection (such as DSL or Cable), and a wireless router are required to access the Internet on the student's Chromebook. Ethernet may be used in special circumstances if an adapter is purchased.

The Fairfield Area School District understands that not all member of our community are able to receive Internet at home at this time due to absence of these services in our area or personal choice not to have the Internet. The Fairfield Area School District's wireless access to the Internet is available while the building is open and will be available 24/7 on the surrounding Fairfield Area School District property. Students will be able to use their Chromebooks to access the Internet in this way if a connection is not available at home. Teachers will encourage students to use the Internet while at school for assignments, or the downloading of online content.

All approved software will be available at all times whether at school or at home, however some software that requires an internet connection may not work properly. In most cases, work done on the Chromebook is saved and then uploaded when the student gets an internet connection again, likely the very next day at school. Students are encouraged to be resourceful, using their school day wisely and planning accordingly if Internet access is not available at home, but needed to complete an assignment.

For more information on receiving internet connections at a discount rate (certain qualifications must be met), please visit the District Technology webpage - <https://www.fairfieldpaschools.org/domain/37>

Chromebook Specifications:

The Chromebooks issued to students may vary slightly from year-to-year or even during the school year as models change. Below are the general specifications that the Chromebooks will have:

- Make & Model: HP Chromebook 11 G8 EE
- Screen: 11.6" 1366x768 (HD)
- Audio: Stereo speakers with headphone/microphone jack

The school buys these devices from a vendor, sometimes with pricing bid out for savings. Unfortunately, this pricing cannot be passed to individual families. You may purchase a personal Chromebook to match the district device, but please understand that it will not be managed or supported by the school. Some applications the school licenses may not be available on a personal Chromebook as well.

If the school is able to get competitive pricing, Education Editions (EE) of the devices will always be purchased. These Chromebooks are a special model designed for schools and have a rubber bumper that wraps around the device. Parents/Guardians are also encouraged to purchase a case if they feel this protection will not be enough. The district recommends Gumdrop cases, but ideally any additional protection you can provide without permanent damage (sticker wraps, glue, etc.) is acceptable.

Parents/Guardians & Student Support:

Before a Chromebook will be issued, parents/guardians and students are required to read and sign the Student Technology Agreement, the Acceptable Use of Internet, Computers and Network Resources Board Policy, and any pertaining COPPA or Google Account information they feel is necessary. Students will be briefed on proper Chromebook usage at the beginning of the school year. Resources will also be made available on the district technology website to students and parents/guardians regarding general Chromebook troubleshooting and care.

Fairfield Area School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the Chromebooks in the home. There are several responsibilities assumed by the parent/guardian outlined below:

1. The parent/guardian is responsible for ensuring that:
 - a. The student brings the Chromebook to school every day.
 - b. The student is caring for the Chromebook in a manner that protects the device from damage.
 - c. The student and/ parent/guardian notifies the school of loss or damage following the procedures outlined in this handbook.
2. The parent/guardian must agree to monitor student use of the Chromebook at home and away from school. Being present and involved is the best way to keep students safe and on-task.

- a. Be aware that internet content will be filtered by systems and policies in place on the Chromebook while it is attached to networks inside as well as outside the school via GoGuardian.
- b. Develop a set of rules for Chromebook use at home.
- c. Take a genuine interest in what your student is doing on the Chromebook. Ask questions and request to see their work often.

Students are responsible for the general care of the Chromebook and all accessories which they have been issued by the school. Students are bound by the policies in the Student Handbook, Acceptable Use Policy, and all rules of this handbook regardless of where they use their Chromebook and regardless of the source of the internet connection.

Care of Chromebooks:

- The student is responsible for the device at all times, whether on campus or not.
- Family members and friends should not have use of the Chromebook. The Chromebook belongs to the student and only the student.
- Do not loan device to other students.
- Do not borrow a device from another student.
- Do not share passwords and usernames.
- Chromebooks must have a FASD inventory tag on them at all times. This tag must not be removed or altered in any way.
- Chromebooks and accessories must remain free of any writing, drawing, stickers, or labels.
- Spot checks for compliance may be done by administrators or teachers at any time.
- Students are responsible for bringing their Chromebook to school completely charged each day.
- No food or drink is allowed next to your Chromebook.
- Vents on the devices must not be covered.

General Precautions

- Do not grasp the screen by wrapping your hand around it. Damage to the screen or yourself may occur.
- Do not lean on the top of your Chromebook when it is closed.
- Do not place anything on the keyboard as you may forget about it when closing the lid, this could damage the screen.
- Never carry your Chromebook around with the screen open.
- Clean the screen with a soft, dry cloth such as a microfiber cloth. Do not spray any solvents on the screen.

- Do not touch the screen with anything, including fingers, pens, or any material that may scratch the screen.
- Cords, cables, and removable storage devices should be inserted carefully into the Chromebook.

Storage

- Do not leave the Chromebook in an unlocked car or locker or any unsupervised area.
- Chromebooks are very sensitive to extreme heat and cold. Leaving devices in cars or direct sunlight may expose them to potentially harmful conditions and should be avoided.
- Do not stack heavy books, materials, on top of the device as it could cause the device to break.
- Chromebooks should not be placed inside backpacks with heavy books.

Receiving Chromebooks:

Parents/Guardians and students must complete the Student Technology Agreement and also decide if they would like to purchase the district provided damage coverage (details located within the Student Technology Agreement). If coverage is chosen, payment must be made before the Chromebook can be received.

These documents and forms will be available online for review. Paper forms will also be available when picking up the Chromebook. As the district moves to more digital forms, these documents may be available online via Skyward for signing and payment (if necessary).

Designated dates and times will be communicated to the community based on grade level for Chromebook pickup. Unless otherwise designated, pickup will occur at the back of the Middle/High School building.

Chromebook turn in should occur at the end of the year when students are turning in other school materials to teachers. If this is not possible, designated drop off times will be communicated to students and parents/guardians.

These plans are subject to change should unforeseen circumstances occur. Please look for communication from the school via call/email, social media, or the district website regarding any change in pickup and/or drop-off procedures for your Chromebooks.

Using Your Chromebook:

At School

The Chromebooks is intended for use at school each and every day. Students are responsible for bringing their devices to all classes. Unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, polices, and teacher directives when using their devices.

If a student leaves the Chromebook at home, he/she is still accountable and responsible for turning all coursework completed in the required time frame as if the Chromebook were present. Other district computers may or may not be available for student use. If a student repeatedly leaves the Chromebook at home, they may be subject to disciplinary consequences or lose the privilege of taking the Chromebook home.

At Home (Grades 7-12)

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the internet.

Sound

Sound must be muted at all times during class unless permission is obtained from the teacher for instructional purposes. It is recommended that a student bring their own personal headset or ear-buds for any audio needs.

Printing

Functionality for printing will be available on a limited basis at school. Details for printing at school will be provided to the student. Printing at home will be supported on a best effort basis.

Downloading and/or Usage of Copyright Materials

Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.

Damages, Repair and Replacement Costs:

Damage that occurs must be reported to the school, whether that be to a teacher, the building secretary, or the technology department. It is the responsibility of the student to notify teachers and staff of any issues, regardless of the cause. Damage will be assessed and quoted for repair cost.

Repairs will be made in a timely manner as soon as possible. Loaner devices may be issued to students when their devices are being repaired. A limited number of loan devices are available so a loaner cannot be guaranteed.

Factory Defects

If a Chromebook has been determined to have a factory defect the device will be repaired or replaced by FASD. While this takes place, a loaner Chromebook will be checked out to the student (if one is available). The student will be allowed to take this device home.

Loss or Intentional Damage

A Chromebook or any of its accessories that are lost or intentionally damaged is the financial responsibility of the student and parent/guardian involved. The provided protection plan does not cover these situations. It will be at the discretion of the FASD administration to determine who is at fault. The user will not be given another device or accessory to use until the replacement cost has been paid to the school.

Protection Plan

The full details of the coverage plan provided by the school are outlined in the Student Technology Agreement section titled "Chromebook Protection Plan". Information is provided regarding cost of the plan, details if theft/fire occurs, and types of damage covered.

No Expectation of Privacy:

No one should have an expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. During school hours, without prior notice of consent, the District may access, supervise, view, monitor and record student use of Chromebooks at any time for any reason related to the operation of the District. Chromebook browsing history is always logged. From time to time, the District may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software - GoGuardian

The school is now implementing the use of GoGuardian software on all district issued student devices. This software will log all activity on the Chromebook to ensure proper usage is occurring. It will also provide filtering to student devices at home.

GoGuardian protects students, but it also allows for a secure, safe channel for your student to communicate with their teachers via audio and video calls. For detailed information on all of the capabilities of the GoGuardian software, please visit: www.GoGuardian.com

Parent logs of student usage history is available by request. Please contact your respective building for further information.

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of Fairfield Area School District as allowable by law.