OPSB Chromebook Responsible Use Policy

Program Purpose

The Ouachita Parish School Board (OPSB) Chromebook Implementation is to provide tools and resources for our students. Increasing access to technology is essential to build upon college and career readiness skills. OPSB wants all students to be responsible digital citizens, thrive intellectually, personally, physically, and creatively.

The policies, procedures, and information within this document serve as information for students and parents/guardians. Teachers may set additional requirements for Chromebook use in their classroom. In addition, forms are provided that must be signed by the parent/guardian and student before a Chromebook will be issued.

General Information

Acceptable Use Guidelines
Students are responsible for their own behavior at all times in accordance with the OPSB District Handbook for Students and Parents, OPSB Computer and Internet Use Policy and this OPSB Chromebook Responsible Use Policy. Please refer to the discipline provisions found in the above policies with respect to violations.

Distribution of the Chromebook
Chromebooks will be distributed near the beginning of the school year. The procedure for distribution of Chromebooks will be established at each school.

Logging into a Chromebook
Students will log into their Chromebooks using their school issued account. Students should never share account passwords with others.

Returning the Chromebook
Chromebooks will be returned at the end of each school year. Instructions for such will be given at that time. Students transferring out of the District will be required to return their Chromebook. If a Chromebook is not returned, the parent/guardian will be held responsible for payment in full.

Digital Citizenship

School-issued Chromebooks should be used for educational purposes, and students are to adhere to OPSB policies and all of their corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

(1) Respect Yourself
I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

(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 while online. 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 people. I will show respect for other people in my choice of websites.

(4) Protect Others
I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

(5) Respect Intellectual Property
I will request permission to use copyrighted or otherwise protected materials. I will suitably cite 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 available free and open source alternatives rather than pirating software.

Caring for your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly <u>must</u> be reported to a teacher.

General Precautions
- I will insert and remove cords and cables carefully.
- I will not remove any case or cover issued by OPSB.
- I will keep my Chromebook free of any stickers, writings, or drawings that are not the property of the OPSB.
- I will close the Chromebook gently on a flat surface and ensure that there is nothing on the keyboard that could prevent full closure.
- I will not eat or drink near any Chromebook.
- I will not place any heavy objects or drop any objects on the Chromebook.
- I will not block air flow around the Chromebook when it is on.
- I will not expose the Chromebook to extreme heat and cold, and I will keep them out of direct sunlight or in any area that could harm them.
- I will not remove or interfere with identification placed on the Chromebook by OPSB, including, but not limited to tags, serial numbers, labels, etc.
- I will not leave my Chromebook unattended.
- I will carry my Chromebook with the lid closed.

Screen Care
- I will use only my fingers to touch the keyboard or screen.
- I will not spray or wipe my Chromebook with any household cleaning product or wipes. I will use only a soft, dry microfiber cloth or anti-static cloth.
- The hinge of the screen will only open to a slight angle. I will not attempt to open the screen beyond this stopping point as the screen will break if forced.

Preparation and Use

At School
A charging cord will be issued with the Chromebook. Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by the teacher. School staff will monitor student use of Apps when students are at school. In addition to teacher expectations for

Chromebook use, students will be accessing curriculum information and content-appropriate online information in all classes. Any strategy used to circumvent security settings including removing the device from the domain is a violation of this policy. External removable devices are prohibited, including USB drives and flash drives.

At Home
All students 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. If fully charged at home, the battery will last throughout the day. Repeatedly leaving Chromebooks at home may result in referral to administration and possible disciplinary action. Parents are responsible for monitoring their child's use of the Chromebook when accessing programs from home. Some sites may be blocked even at home since they are filtered by our System. OPSB makes significant effort to filter objectionable content, but we recommend that parents and guardians remain diligent in observing student behavior when using these devices outside of school. Remember, the Chromebook is an educational tool and should still be considered and used for Educational Purposes only. Some applications can be used while not connected to the Internet.

Students are bound by OPSB policies and all other guidelines in this document wherever they use their Chromebooks.

Sound
   • Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
   • Headphones may be used at the discretion of the teacher.

Managing Digital Work with a Chromebook

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. These documents are embedded with tools that allow users to collaborate in real time with other people. A user can store their documents, as well as other files, in the cloud.
   • With a wireless Internet connection, one can access documents and files from any Chromebook or mobile device, anywhere and at any time.
   • All items will be stored online in the Google Cloud environment.
   • All files should be stored in Google Drive, so there's no need to worry about lost homework.
   • OPSB supports the privacy of electronic mail, users must assume that this cannot be guaranteed.
   • If a Chromebook needs repairs, it may require a reload of the operating system. This reload will delete all files stored locally on the Chromebook. The student will need to save all needed files to their Google Drive.

Software on Chromebooks

Originally installed Software:
Chromebook software is delivered via the Chrome Web Store. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the district may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the district as well.

Additional Software:
Students are unable to install additional software on their Chromebook other than what has been approved by OPSB.

Damaged Equipment

Accidental Damage vs. Negligence/Intentional Damage

Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage. The price that the District paid for the Chromebook includes: the Chromebook and charger. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and/or the cost of repair or replacement.

Consequences
The privilege of having a computer comes with a new set of responsibilities and new consequences. Violations of this Chromebook Policy may have consequences, including but not limited to:
- Notification to parents/guardians;
- Suspension of network, technology, or Chromebook privileges;
- Complete loss of Chromebook;
- Detention or suspension from school and school-related activities; and/or
- Legal action and/or prosecution.

Student Device Damage Coverage Program
OPSB offers a non-refundable Student Device Damage Coverage Program for all participants in the Chromebook program. Parents or guardians who do not purchase the Student Device Damage Coverage WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND/OR REPLACEMENT OF THE DEVICE. It is strongly recommended that all students participate in the Student Device Damage Coverage Program. A Device Cost breakdown can be obtained from a school administrator.

*** Lost or stolen devices are not covered under the Student Device Damage Coverage Program. A police report must be filed for the student to be issued another device in the event of theft.

The cost for Student Device Damage Coverage for one year is $20.00 for single device coverage for the 2020-2021 school year. This cost will not exceed $60 for a family.

I have read the rules for using the Ouachita Parish School Board Chromebook and shall ask my parent/guardian or an adult at my school for clarification if I do not understand what any of them mean.