



# *SDSA Take-Home Device Handbook*





## **SDSA Take-Home Device Handbook**

We are excited to offer our students in Grades 6-8 the opportunity to use a Salida del Sol Academy (SDSA) personally-issued Chromebook at home to enhance their academic experience. This handbook highlights key information about our program and the responsibilities of both students and parents/guardians for participation in this program.

One-to-one computing offers many benefits to our modern day classroom and learner. SDSA's expectation is that the student will have their personally-assigned Chromebook with them for use in all their classes and for continued use at home. The device will help to increase student engagement by allowing on-demand access to learning materials and engaging in real-time inquiry as their questions arise. Adaptive learning software has evolved to a point that students may track their own learning and have confidence in their progress. Chromebooks also support problem-based learning, allowing students to research, collaborate, and produce a final product to share with peers, teachers, and parents.

Having students take their devices home provides several advantages. Traditionally, once students leave the school campus, they are exposed to a varying set of tools at home. By issuing students personally-issued Chromebook devices, we hope to make technology access and learning opportunities an equitable experience for all students by using tools aligned with teaching and designed to best support their learning.

### **Components of SDSA's One-To-One Program**

**File Storage and email:** Internet based G-Suites (Google) shall be used by staff and students. This safe and secure environment allows students and teachers to collaborate with each other and work on their files wherever they have Wi-Fi access.

**GoGuardian/Web filtering:** Keeps the Chromebook safe and prevents students from accessing inappropriate or harmful websites.

**Chromebook:** Networked device that allows student access to the Internet and G-Suite.

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# Parent/Guardian Responsibility

In order for students to take an SDSA Chromebook home, a student and parent/guardian must sign the Student Technical Use Agreement and agree to and follow applicable SDSA policies and procedures.

SDSA shall provide warranty and accidental damage protection coverage (outlined later in this document) to cover reasonable wear-and-tear damage to the Chromebook. However, the Parent/Guardian may be responsible for the cost of repair or replacement if the property is:

- Not returned
- Intentionally or recklessly damaged
- Lost
- Stolen, but not reported to the school administration and police in a timely manner (within 48 hours of the discovery of the theft - a police case report number will be requested by SDSA)

Other extenuating circumstances involving gross negligence as determined by school administrators may also result in charges up to or equal to the cost of repair or replacement.

# Monitor Student Use

Parents/Guardians are encouraged to monitor student use of the Chromebook while away from school. The best way to keep students safe and on-task is to participate in what they are doing.

Suggestions:

- Have your student share their password(s) with you so that you can monitor their activities. (Students should share passwords only with parents/guardians).
- The Chromebook should be used in common spaces in your home, not isolated behind closed doors.
- Ask your student to show you what they are doing. Ask questions about their work.

# Support Online Safety

Internet filtering is required by The Children's Internet Protection Act (CIPA). Student Chromebooks shall have GoGuardian, an Internet filtering program, installed on them. This will limit the student's browsing capabilities on the Internet. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable, including, but not limited to:

- Sites with material deemed obscene, promote violence, gambling, pornography, or are harmful to minors
- Non-school-monitored forums and chats
- Sites promoting hacking or containing security risks (malware, viruses, etc.)

# Webcams

## **Purpose**

Each student Chromebook is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience 21st Century technology and to develop 21st Century communication skills. Webcams are to be used for educational purposes only, and under the direction of a teacher. Recordings require expressed permission of the person(s) being filmed.

## **Examples of Use**

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement

# Listening to Music

## **At School**

Listening to music on a personally-assigned Chromebook shall not be permitted during school hours without permission from the teacher. Permission will be given only for media used in support of education.

## **At Home**

Listening to music on a personally-assigned Chromebook (for example, from a streaming website) is allowed at home with permission from your parent/guardian.

# Watching Movies/YouTube

## **At School**

Watching movies/YouTube on a personally-assigned Chromebook shall not be permitted during school hours without permission from the teacher. Permission will be given only for media used in support of education.

## **At Home**

Watching movies/YouTube on a personally-assigned Chromebook is allowed at home with permission from your parent/guardian.

# Gaming

## **At School**

Online gaming is not allowed during school hours unless you have been given specific permission by a teacher and for a specific period of time. Any games must be in support of education.

## **At Home**

Online gaming is allowed at home with permission of parent/guardian.

- The content of the game must be school appropriate
- You have permission from your parent/guardian
- No download of any kind is needed

- You may NOT load software, apps, or extensions onto a personally-assigned Chromebook.

## Printing

- You may connect your device to a home printer.
- If no printer is available, or if printing is needed for schoolwork during schools hours, then students may bring their personally-assigned device to the library and staff will temporarily connect their device to the library printer.

## General Care of Chromebooks

- Keep your Chromebook in the SDSA sleeve when not in use.
- Common sense should be used when consuming food or drink around Chromebooks. At home, we recommend putting drinks a safe distance away from the Chromebook.
- Always use the Chromebook case.
- Never leave the Chromebook or Chromebook accessories unattended for any reason. Remember, YOU are responsible for the Chromebook! SDSA will not have “extra” Chromebooks available for students who are negligent in their responsibilities.

## Care of Chromebooks at School

### Classroom Habits

- Center the Chromebook on the desk.
- Lock the Chromebook before walking away from it.
- Close the lid of the Chromebook before walking with the Chromebook.
- Follow all directions given by the teacher.
- Know where your Chromebook is at all times.

## Care of Chromebooks at Home

- Chromebooks should be stored in their SDSA sleeve.
- Charge the Chromebook fully each night so that it is ready for classroom use.
- Use the Chromebook in a common room of the house (parent/guardian choice).
- Store the Chromebook on a desk or table; *never on the floor*.
- Protect the Chromebook from extreme heat or cold, food and drinks, small children, pets, etc.
- Keep the Chromebook clean and charged.
- Clean Chromebooks with a soft damp cloth when the Chromebook is powered off.

## Traveling With a Chromebook

- Keep your Chromebook in the case.
- Completely shut down the Chromebook before traveling anywhere, especially between home and school.

- Do not leave the Chromebook unattended in a vehicle. If unavoidable, it should be locked in the trunk before you reach your destination.
- Use your backpack or carry the Chromebook case by its handle.

## Prohibited Actions

### **Students are prohibited from:**

- Loaning your personally-assigned Chromebook OR components/accessories to other students for *any* reason. Remember, you are responsible for *your* personally-assigned device, just as other students are personally responsible for theirs.
- Defacing the Chromebook or case in any way, including, but not limited to, marking, drawing, etching, or marring the surface.
- Installing software; safeguards are in place to prevent students from installing unapproved software on the devices.
- Modifying the device's operating system in any way.
- Opening or dismantling the Chromebook case for any purpose.
- Modification to SDSA browser settings.
- Implementing ANY technique designed to conceal Internet activity or defeat/bypass SDSA filters to access blocked and/or inappropriate content.
- Using SDSA equipment or electronic resources for commercial or personal gain.
- Using SDSA resources for political action purposes.
- Using SDSA resources for anything illegal or indecent, such as bullying, posting inappropriate images or text, passing along information that is harmful or inappropriate, or any other behavior deemed inappropriate by SDSA administration.
- Displaying inappropriate graphics, stickers, or other markings on their Chromebook. (Personalization vinyl decals/skins, cases, etc., must be approved by student's advisor and/or school administration.)

***Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.***

## Chromebook Damage/Theft/Loss

A three (3) year warranty is offered to cover normal wear-and-tear and manufacturing defects.

### Repairs

Occasionally, unexpected problems occur with the Chromebooks that are not the fault of the user (computer crashes, software errors, etc.). The technology department will facilitate the necessary repairs at no cost to the student or parent/guardian.

### Temporary Chromebook Assignments

Temporary replacements will be made available when appropriate so that learning opportunities are not disrupted by the repair process. Students shall be expected to care for the temporary device and adhere to usage rules and regulations just as they would for their

personally-assigned Chromebook. Since student files are saved in Google Drive, there should be no loss of data when moving from one device to another.

## Accidental Damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. All incidents involving damage to a personally-assigned device shall be reported by the student OR parent/guardian within two school days. If, after investigation, a Chromebook is deemed to be intentionally, carelessly, or negligently damaged by the student, then the student may be subject to discipline and/or the cost of repair or replacement. The decision of the school administration shall be final.

Repairs as a result of negligent behavior shall be subject to a \$30 deductible to be paid for by the parent/guardian *before* repairs will be initiated. Gross negligence, carelessness, or intentional damage (e.g. student throwing the Chromebook, gouging with a screwdriver, etc.) will result in a parent/guardian being charged the full current-market cost of repair/replacement.

## Lost Equipment

If any equipment is lost, the student or parent/guardian must report it to the school administration or technology team immediately.

### **Financial Responsibility**

The circumstances of each situation involving lost equipment will be investigated on a case-by-case basis, but will typically result in the parent/guardian being charged the full current-market cost of the replacement. Temporary Chromebook replacements may or may not be made available to the student depending on the totality of the circumstances.

## Stolen Equipment

If the Chromebook is stolen, school administration shall be notified within 48 hours of the discovery of the theft. Additionally, a police report must be filed, and the police case report number shall be provided to SDSA. If, after investigation, there is no clear evidence of theft, or if the equipment has been deemed lost due to student negligence, then the student and parent will be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure with the appropriate police agency shall result in the parent/guardian being charged the full current-market cost of the replacement. A temporary Chromebook replacement may or may not be made available to the student depending on the totality of the circumstances.

### **Financial Responsibility**

Chromebooks are covered by the manufacturer's warranty and supplemental accidental damage coverage. After investigation, if a Chromebook is deemed stolen, a replacement device will be made available to the student at no cost. However, multiple reported thefts will be reevaluated on a case-by-case basis.

## Financial Hardship

SDSA recognizes that repair/replacement costs may represent a financial hardship for some of our families. Assistance may be offered on a case-by-case basis; please discuss the matter with school administration.

## Behaviors and Discipline Related to Student Chromebook Use

| <b>Tech-Related Behavior Violations</b>  | <b>Equivalent “Traditional” Classroom Violations</b>                         |
|--|--|
| Email, instant messaging, Internet surfing, computer games (off-task behavior)                           | Passing notes, looking at magazines, games (off-task behavior)               |
| Academic Dishonesty<br>Letting someone copy your document  | Academic Dishonesty<br>Sharing a document to allow someone to copy           |
| Cutting and pasting without citing sources (Plagiarism)  | Plagiarism   |
| Cyber-bullying   | Bullying, harassment   |
| Damaging, defacing, or endangering   | Vandalism, property damage   |
| Using profanity, obscenity, racist terms   | Inappropriate language   |
| Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network | Bringing pornographic or other inappropriate content to school in print form |
| Not bringing Chromebook to school  | No binder/textbook/Missing supplies  |

## Technology-Specific Violations

*Behavior unique to the digital environment without a “traditional” behavioral equivalent.*

- Chronic, tech-related behavior violations (see above)
- Deleting browser history to hide the inappropriate use of the Internet
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others

- Unauthorized downloading or installing software or tampering with the device's operating system
- Attempts to defeat or bypass the SDSA's Internet filter
- Modification to SDSA browser settings.
- Implementing ANY other technique designed to conceal Internet activity or defeat/bypass SDSA filters to access blocked and/or inappropriate content.

## Support and Troubleshooting

### Power On/Shut Down

- Press the power button on the upper-right corner of the keyboard
- After approximately twenty seconds, you will be presented with the login screen
- Enter your assigned login name and password.
- To shut down, press and hold the Start Button for 5 seconds or, select the power button in the icon tray.

### How to Connect to A Wireless (Wi-Fi) Network

- Click on the wireless icon in the icon tray when connections are available
- Select the wireless network you would like to join
- Enter the required information needed to connect to the desired wireless network
- See FAQ page regarding wireless costs

### Problems

- Something is broken (e.g. broken screen, mouse not working, the battery won't stay charged), take the Chromebook to the school's library to review/repair the unit.
- Library staff will review/repair the unit.

## Internet Safety: Digital Citizenship

SDSA uses curriculum from Common Sense Media to teach Digital Citizenship to our students. Digital Citizenship teaches us strategies for living, working and playing in a digital environment. Using common sense media curriculum assists us in creating a positive school culture that supports safe and responsible technology use. Common Sense Media also offers a wide range of resources for students, parents, and educators to help them navigate our modern media safely. <https://www.commonsensemedia.org/>

## Internet Safety: Be a Mentor

Here is what Common Sense Media says about being a media mentor from the article, *Here's the Secret To Raising a Safe, Smart Kid* by Sierra Filucci. Media Mentors are consistently engaged in media with their kids, despite their ages, and these kids had better outcomes. Kids

of media mentors were less likely to access porn, chat online with a stranger, and impersonate an adult or peer online. Exactly what you are hoping for as a parent, right?

So what does it take to be a “media mentor?” Here are the steps:

### **Talk about media and tech**

Here is where most parents are winning. In the 2015 Common Sense Census: Media Use by Tweens and Teens, 87 percent of tweens reported that their parents regularly discussed Internet safety. These conversations can include everything from stranger danger to creating strong passwords and should be empowering rather than scary.

### **Play, watch, learn together**

Media mentors play video games, watch movies, and download apps with their kids. They share their favorite YouTube videos and explore new music together. It is not all of the time, of course – who has time for that? – but staying engaged and showing interest breeds comfort and camaraderie.

### **Teach new skills**

Kids with tech-savvy parents have some advantages when getting up to speed on digital life. They can introduce kids to specialized websites and explain the ins and outs of Instagram. But that does not mean the rest of us have nothing to offer. Parents can show kids – especially young ones – how to use a mouse, do a Google search, charge a device, and so on.

### **Follow their interests**

You know what your kid is into – whether it’s dinosaurs, Minecraft, or Taylor Swift – and you can use these interests to support positive engagement with media and tech. Find cool dinosaur apps, sign your kid up for a Minecraft coding camp, or take a digital music-making class together.

### **Do your research**

High-quality content makes a difference in how kids interact with media. Parents who seek out good content by checking reviews, surveying friends, and exploring content themselves expose kids to better stuff.

## **Internet Safety for Kids**

Common Sense Media Rules of the Road for Kids

- *Guard your privacy.* What people know about you is up to you.
- *Protect your reputation.* Self-reflect before you self-reveal. What’s funny or edgy today could cost you tomorrow.
- *Nothing is private online.* Anything you say or do can be copied, pasted, and sent to thousands of people without your permission.
- *Assume everyone is watching.* There’s a huge, vast audience out there. If someone is your friend’s friend, they can see everything.
- *Apply the Golden Rule.* If you don’t want it done to you, don’t do it to someone else.
- *Choose wisely.* Not all content is appropriate. You know what we mean.

- *Don't hide.* Using anonymity to cloak your actions doesn't turn you into a trustworthy, responsible human being.
- *Think about what you see.* Just because it's online doesn't make it true.
- *Be smart, be safe.* Not everyone is who they say they are. But you know that.

## Replacement Cost for Accessories

|             |          |
|-------------|----------|
| Chromebook  | \$215.00 |
| Power cable | \$40.00  |
| Sleeve      | \$12.00  |

Chromebook Details: Lenovo 100e

Dimensions: (W x H x D) 11.41" x 8.03" x .78"

## Frequently Asked Questions

### **What level of security is afforded with the implementation of Google Apps for Education (G-Suite)?**

Documents stored in student Google Drive accounts are only accessible through SDSA login and password. We have a closed domain, so communication using their SDSA email account beyond SDSA is not permissible.

### **What if a student forgot to charge their Chromebook and the battery is dead?**

One of the best ways to avoid this issue is to consistently (and constantly) remind students to charge their Chromebook at home every night. They are expected to bring the Chromebook to school charged every day. If they fail to do so, they may be able to use a library charging point during one of their classes. A loaner device can be provided, if available.

### **What if a student forgot to bring the Chromebook to school?**

If a student forgets to bring their Chromebook to school, the student may miss out on Chromebook-related instructional activities that day. Please help us help your student bring their Chromebook to/from school daily! The school has a very small number of "loaner" devices. Priority for these loaners goes to students who experience equipment issues outside their control.

If available, a student who forgot their Chromebook may be issued a "loaner" device by the school. Loaner devices for this purpose shall be limited to 3 times per school year. Parents/Guardian will receive a call from school staff with the 2nd and 3rd incident.

### **What happens if a student's Chromebook is broken after check out?**

The student will bring the broken Chromebook to school to turn in. A loaner/spare may be checked out on the spot to minimize loss of instructional time. The student is liable for loss or damage to the spare while it's in his or her possession. Once the student's original Chromebook

is repaired, the student will be notified to swap the loaner for the original Chromebook. If the damage is determined to have been caused by student negligence or abuse, there will be a fine of \$30 per incident assessed for the repair costs.

**What if the Chromebook is stolen?**

The loss needs to be reported ASAP to your student's school. The student can then check out a loaner/spare until we settle the loss issue. It is critical that the student maintain good security for the Chromebook at all times! Please work with your student to reinforce the importance of taking care of the Chromebook.

**My student is on a sports team and/or is taking PE. How will the Chromebook be kept secure?**

PE and coaching staff will instruct students on the specific procedures. A secure location will be made available for students in PE.

**How will my student be protected from objectionable material?**

Filtering software is installed on each Chromebook. Objectionable websites are screened out. However, no filtering system is perfect. Digital citizenship is taught to students to help them stay away from objectionable material as well as to stay safe online. The filtering software remains on the Chromebook when used at home, as well.

**I don't allow my student to have a password on their home computer so I can monitor its use. How can I know what my student is doing on the school Chromebook?**

Get the username and password from your student. While we prohibit sharing passwords with unauthorized users, parents are explicitly authorized users. We encourage you to know what your student is doing on his or her school Chromebook.

**Home Internet access is expensive. Are families required to provide Internet access at home?**

No, we don't require families to have Internet access, though it would be very helpful for students. Chromebooks need to be connected to the internet to work. You should know, however, about the Comcast Internet Essentials program, which provides basic Internet access to families with students who qualify for free or reduced-price lunch. This program offers home Internet service for \$9.95 a month plus tax, with no activation fees, equipment rental fees or price increases.

For more information, visit: [InternetEssentials.com](http://InternetEssentials.com) or call 1-855-846-8376.

In addition, there are multiple free WIFI hotspots throughout Greeley, including the public library, that students may use.

**Why can't my student bring his/her own computer to school? (BYOD)**

We have reviewed this possibility and have determined it does not meet our goals and objectives. Although too numerous to list in entirety, there are many reasons why we are providing the same computing devices to all students in school. They include safety, instruction, technical support and equity.

**Safety:** we have installed web filters and have other safety precautions that help prevent students from accessing inappropriate or unsafe websites while at school or home.

**Instruction:** we have purchased and installed several different software packages on SDSA Chromebooks that will not be available on outside computers. The same software, and even the same version, will be on each SDSA Chromebook, so teachers will be able to quickly and more efficiently teach entire classes and help individual students.

**Technical support:** We can provide technical support through our technical support staff to a limited universe of computing devices. We can't offer the same level of support to an unlimited universe of devices, which could lead to more computer downtime and lost learning opportunities.

**Equity:** some families cannot afford the latest computer or even a computer at all. If all students are using the same device, they can focus on what they are learning with the device, not on who has which device and what else is on it. What if I don't sign the agreement? I don't want my family to have to be responsible for the Chromebook. If no parent or guardian signs the agreement, a student will still get access to a Chromebook when he or she is at school. In order to facilitate this, the student will need to report to a designated area (office, library, etc.) both before and after school to check in and out their Chromebook. If the student intentionally damages the Chromebook, families still may be liable for the damage, the same as with any piece of school-owned equipment.

**I do not want my child to take home a SDSA personally issued device, what can I expect?**

Basically, not much changes. The student will still receive a personally-issued device, for which they are responsible and will keep at school. You will still need to sign the following agreement form. All damages incurred are still the responsibility of the student and may be subject to the same fines if the damage is deemed negligent. Lost and stolen devices will also be subject to the same policies.

**Does my student really get to keep the device after they finish the 8th grade at SDSA?**

Yes. We want to incentivize our students for taking pride and ownership of their devices. However, students who leave SDSA before finishing 8th grade must return their device or pay the full current-market cost for the Chromebook.

Upon completion, the device will be removed from our system and safeguards. SDSA will no longer be responsible for the care or maintenance of the Chromebook.

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Grades 6-8

# Technology Equipment Use Agreement

## Student Agreement

- I have read the SDSA Device Take-Home Handbook.
- I will bring my device to school each day with a full charge and ready to use.
- I will not leave my device unattended at any time while at school or in a public place.
- I will not remove the SDSA barcode label or mark the device in any way with markers, scratches, engravings, etc.
- I will not loan my device or any of its accessories to another.
- I will not disassemble or modify the device's operating system in any way.
- If I have problems with the device, I will stop using it and ask my teacher or building staff for assistance.
- I understand that I may lose my technology equipment privileges as a result of inappropriate behavior, and may be financially responsible for damage to/or loss of any SDSA issued device.
- I will return the equipment when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.
- I understand that I will have this device for each year I attend SDSA Middle School and that I will get to keep this same device upon completion of the 8th grade at SDSA.

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Student Printed Name

Student Signature

Date

## Parent Agreement

- I have read the SDSA Device Take-Home Handbook
- I understand that my student may lose his/her technology equipment privileges as a result of inappropriate behavior, damage, neglect, or loss.
- Parents may be responsible for damage. SDSA reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence, vandalism, or loss (theft without a police report) as determined by school administrators.
- I understand my student must return the equipment when requested at the end of the school year or if my student withdraws or otherwise leaves SDSA.
- I understand that I will be charged for any missing equipment (Chromebook, charger, and bag).
- I accept responsibility to monitor and ensure appropriate use of the Internet and websites when my student accesses the Internet outside of the SDSA's network.

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Parent/Guardian Printed Name

Parent/Guardian Signature

Date