

Norton Public Schools



1:1 Chromebook Handbook for Students and Families

Norton Public Schools

1:1 Chromebook Handbook



Contents

Overview.....	Page 2
The Road to 1:1 at NPS.....	Page 4
Parent/Guardian Responsibilities.....	Page 5
Chromebook Rules & Guidelines.....	Page 6
Technology Discipline.....	Page 8
Damaged, Lost, or Stolen Equipment.....	Page 9
Acceptable Use Policy.....	Page 10
Optional Insurance & Replacement Costs.....	Page 12
Student/Parent Loan of Technology Form.....	Page 13

Norton Public Schools

1:1 Chromebook Handbook



Overview

The Norton Public Schools (NPS) is embarking on a 1:1 Chromebook learning environment. The purpose of this initiative is to put technology into the hands of each and every student to enhance the learning environment. For the 2016-2017 school year, every student will be issued a Chromebook to be used for three years while a student in NPS. This will allow access to technology for every student as needed. The Norton Public Schools leases the Chromebooks and retains ownership of each device. We will distribute a Chromebook to each student to use for educational purposes during the school year. When a student leaves the district and prior to summer vacation, the Chromebooks are collected and maintained by the District Technology Department. With the privilege of being issued a Chromebook comes responsibilities for the parent/guardian and for the student. This handbook contains details of those responsibilities.

Norton Public Schools students and families must understand that:

1. All students accessing the NPS network or using an NPS-issued device must comply with the Acceptable Use Policy and rules/procedures explained in each classroom.
2. All students are allowed access to all electronic resources unless the school is notified in writing by the parent/guardian.
3. The Chromebooks are on loan to students and remain the property of NPS.
4. All users are accountable to all school, district, local, state, and federal laws.
5. Students and families must follow all guidelines outlined in this document and by each teacher.
6. All rules are in effect before, during, and after school hours for all NPS computers whether on or off the school campus.
7. All files stored in the @norton.k12.ma.us accounts for any individual are subject to review and monitoring.
8. Students are expected to keep the Chromebooks in good condition. Failure to do so may result in bills for repair or replacement.
9. Insurance through Worth Ave. Group is optional and strongly encouraged to protect devices against cracked screens, liquid spills, theft, and vandalism.
10. Students will be issued the same device each year they are in attendance in NPS for 3 years.
11. The price that the district paid for the Chromebook includes: the laptop, case and warranty.
12. The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the Chromebook.

Norton Public Schools

1:1 Chromebook Handbook



13. Students are expected to report any damage to their Chromebook as soon as possible and no later than the next school day.
14. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.
15. Students may only log in under their assigned username. Students **may not** share their password with other students.
16. Students **must share** their password and login information with their parent/guardian.
17. Students may not loan their Chromebook to other students for any reason. Students who do so are responsible for any loss or damage.
18. While loaner Chromebooks will be available, chronic offenders who either forget to bring their Chromebook to school or forget to charge it will no longer be issued a loaner.
19. Students are responsible for their own charging cables. Lost charging cables will need to be replaced and cost approximately \$30. Insurance does not cover the charging cable. Students are encouraged to label their charging cable with their name.

Norton Public Schools

1:1 Chromebook Handbook



Why are we going 1:1?

Technology can provide students and teachers access to information, resources, and tools that both enhance and facilitate classroom lessons. Prior to 2014, outdated technology hardware was prevalent across the district in all of our PreK-8 schools. Each building had access to computer labs, Alpha Smarts and/or Netbooks. Only Norton High School had updated technology tools thanks to the renovation project. Teachers could not gain access to the existing technology frequently enough to meet their needs. The wi-fi infrastructure was updated in our PreK-8 buildings in anticipation of providing more appropriate, modern technology for our students and teachers.

During the 2014-2015 school year, we were able to purchase three carts of Chromebooks to be used as a pilot program at Norton Middle School. Each grade level had a cart to share. Students and teachers were given access to Google Apps for Education accounts (GAFE) which provided access to Google Docs, Slides, Sheets and more. These applications are similar to Microsoft Office tools but are web based and save automatically within the school accounts. We were very impressed by the performance of the Chromebooks. They turn on quickly with almost immediate access to the Internet. The devices were far more reliable than anything else we had in the district. The ease of use for students and the direct connection to all things Google via the Chrome browser was a benefit. We quickly started planning to provide access to Chromebooks to more teachers and students.

During the 2015-2016 school year, we assigned every student and teacher in grades 4-12 a GAFE account. We were able to lease additional Chromebook carts (25+ devices each) by using School Choice funds. Each team at Norton Middle School had access to a dedicated team cart. We also moved carts to the Henri A. Yelle Elementary for use by our 4th and 5th graders and one cart to Norton High School for the English Department. The integration of Google Apps has been impressive in such a short time. Teachers and students are creating, collaborating and sharing across the district. With the adoption of Google Classroom, many teachers have embraced the digital environment to post and collect assignments, facilitate class discussions and move towards paperless classrooms. With the anticipation of required online state testing, getting Chromebooks in the hands of our students is a priority so the students are comfortable using the tools prior to the mandated tests.

There are many benefits of being in a learning environment where there is one device for every student. Teachers will no longer wonder if they might have access to technology for their class. While we do not anticipate students using the Chromebooks in every lesson in every class on every day, access will no longer be an obstacle. Some classes will use the Chromebooks more frequently than others. Collaboration between students and between students and teachers will be able to occur through Google. Going 1:1 will open up many new doors to our students and allow us to provide an even better learning experience. Providing every student with a Chromebook will not be transformative in and of itself. Effective instruction is all about effective teachers. We will continue to focus our efforts on improving instruction by providing professional development and training for our teachers. By eliminating the obstacle of access to technology, our teachers will be well-equipped to improve instruction. The possibilities are endless for connecting our students to each other and the world.

Norton Public Schools

1:1 Chromebook Handbook



Parent/Guardian Responsibilities

NPS is committed to equipping all parents/guardians with the necessary tools and information to ensure the safe use of the Chromebook in the home. There are several responsibilities assumed by the parent/guardian as outlined below:

Attend the Chromebook Orientation/Distribution Meeting & Sign the Student/Parent Chromebook Agreement

In order for students to be allowed to take their Chromebook home, both the student and the parent/guardian must attend a Chromebook orientation meeting and sign the Student/Parent Chromebook Agreement form.

The Chromebook orientation meetings will review highlights from this handbook, the acceptable use policy, internet safety & digital citizenship, and responsibilities of students, parents/guardians, and the school.

Accept Liability

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Lost due to negligence
- Stolen, but not reported to the school and/or police in a timely manner

Monitor Student Use

The parent/guardian must agree to monitor student use at home and away from school. Some suggestions include:

- Develop a set of rules/expectations for Chromebook use at home, including charging the device and not using the device after the bedtime hour.
- Know your child's password and login information for the Chromebook and any email or social media site they use.
- Periodically and randomly check the Chrome browser history.
- Demonstrate interest in what your child is doing on the Chromebook. Ask questions and request that they show you the work they are doing.
- Daily conversations over dinner can include information you learn from visiting teacher websites including Google Classroom, as well as information in the Schoolbrains Community Portal.

Support Student Internet Safety & Digital Citizenship

Shared Responsibility: Both the school and parents/guardians share the responsibility of educating students about Internet safety and digital citizenship. Students are to be reminded that everything that they send out via message, email, or social media leaves a digital footprint. In fact, it is more like a digital tattoo - nearly impossible to remove. Our goal is to have students leave NPS with a clean digital footprint. Therefore, nothing should be posted online about a student that would not meet the approval of parents/guardians, teachers, and administrators.

Norton Public Schools

1:1 Chromebook Handbook



Chromebook Rules & Guidelines

These rules and guidelines are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a school-owned Chromebook. Violations of these rules and guidelines may result in disciplinary action.

Each student will be responsible for:

- Arriving at school with their fully-charged Chromebook and carrying case.
- Attending each class with their Chromebook and carrying case.
- Agreeing to and signing the Loan of Technology Form.
- Logging in under their assigned @norton.k12.ma.us username and password and NOT sharing their password with other students.

All use of Chromebook technology must:

- Be school appropriate.
- Follow local, state, and federal laws.
- Support learning.

Security reminders:

- Do not share logins or passwords with classmates/peers.
- Do share logins and passwords with parents/guardians.
- Do not do anything that could be interpreted as cyberbullying or harassment.
- No hacking that is not approved by the school is acceptable.
- Follow Internet safety guidelines.
- If you leave your Chromebook in a locker, do not pile anything on top and lock the locker.

Activities requiring Teacher permission:

- Using headphones in class.
- Downloading apps/extensions to the Chromebook.
- Playing games.
- Instant messaging or chatting.

Charging the Chromebooks:

- It is the student's responsibility to arrive to school with the Chromebook charged.
- Charging stations may be available at school.
- It is recommended that you use a surge protector when charging your device at home.

Norton Public Schools

1:1 Chromebook Handbook



Care & Maintenance:

- To clean your Chromebook screen, use only wipes that are designed for computer screens.
- Never spray cleaners directly on your Chromebook.
- The trackpad will be damaged if not used properly, never use a pencil, eraser, or other object on the trackpad.
- Since the Chromebooks DO NOT have touch screens, avoid touching the screen.
- To maximize battery life, occasionally let your battery run all the way down before charging your Chromebook completely.
- Leave the shell case on at all times.

Headphones & Mice:

- Students may use their own headphones with teacher permission.
- Students may bring their own mouse if preferred over trackpad.

Stickers:

- No stickers are allowed to be placed directly on the Chromebook.

School Gmail Accounts:

- All students have a Google account typically: firstlastnameYOG@norton.k12.ma.us
- Students in grades 6-12 have internal email accounts.
- Students may use this account to email teachers or classmates.
- Email is to be used for educational purposes.
- Every email message is archived and is the property of the school.

Music, Videos, Games:

- As bandwidth in the school is limited, streaming music from the Internet (Pandora, Google Play, etc.) is not allowed without teacher permission.
- YouTube should not be accessed to listen to music or view videos without teacher permission.
- Chromebooks may not be used for any kind of streaming, watching videos, or listening to music during lunch, as some classes are in session and need the bandwidth.
- Online gaming on a Chromebook is not permitted in school without teacher permission.

Printing:

- We are striving for as close to a paperless environment, as possible. Students are encouraged to limit what they print from their Chromebook and must get permission from a teacher to print anything at school.
- Students may be required to log onto a desktop computer connected to a printer to be able to print at school.

Norton Public Schools

1:1 Chromebook Handbook



Technology Discipline

Technology/Chromebook-Related Behavior Violations:

- Off-task use of email, instant messaging, internet surfing, gaming, streaming without teacher permission.
- Cutting/Pasting or any use of information without citing sources (Plagiarism).
- Cyber-bullying or harassment (Bullying/Harassment).
- Damaging, defacing Chromebooks (Vandalism).
- Inappropriate language.
- Accessing inappropriate web content.
- Using another student's account without authorization.
- Unauthorized downloading of content, apps, extensions, etc.
- Arrival to school without Chromebook or with an uncharged Chromebook (Lack of Preparation).
- Chronic technology violations of any of the above.

Progressive Discipline:

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline steps may include (not necessarily in this order):

- Verbal warning.
- In-class consequence/intervention.*
- Parent contact.
- Referral to administration.
- School-based consequence.
- Loss of Chromebook for a class period.
- Loss of Chromebook for an extended period of time.
- Suspension.

*In-class interventions may include: verbal warnings, seating changes, teacher contact with home.

Norton Public Schools

1:1 Chromebook Handbook



Damaged, Lost, or Stolen Equipment

Repairs:

Occasionally, unexpected problems do occur with Chromebooks that are not the fault of the user (computer crashes, browser errors, etc.). These issues will be remedied at no cost, and a loaner Chromebook will be issued to the student as needed.

Loaner Chromebooks:

We will have some loaner Chromebooks available in the event that a device is out for repair or is lost/stolen. Students chronically unprepared (forgetting to bring and/or charge their school-issued Chromebook) will be limited in their access to loaner Chromebooks.

Accidental Damage vs. Negligence:

It is recognized that accidents do happen. There is a difference between accidents and negligence. After investigation by school administration and determination by the repair company, if the Chromebook is deemed to be intentionally damaged by the student, the student may be subject to discipline and assessed the cost of repair or replacement.

Lost/Stolen Chromebook:

Students or parents/guardians must report lost or stolen Chromebooks to the school immediately. The circumstances of each situation will be investigated and students/families may be billed for damaged or lost equipment. For stolen Chromebooks, a report should be filed with the police department. If there is no clear evidence of theft, the student and parent/guardian will be responsible for the full cost of replacing the Chromebook.

Norton Public Schools

1:1 Chromebook Handbook



Acceptable Use Policy



NORTON PUBLIC SCHOOLS

FILE: UNDB

6-12 Students Acceptable Use Policy

These policies provide guidelines and responsibilities for Internet access and use of computers for students of the Norton Public Schools. Access to the Internet via the Norton Public Schools verifies agreement to accept and follow these policies.

The Norton Public Schools administration and faculty fully endorse the use of the Internet as an educational tool. Access to information, research sources, people, and computers throughout the world is available to students. The school has procedures in place to restrict access to questionable material and limit inappropriate use, however, control of all online activities is impossible. Therefore, all users who access the Internet through Norton Public School are required to adhere to strict ethical and legal guidelines. If Norton Public School users violate any of these provisions, their access via the school will be terminated, and future access will be denied.

Acceptable Use

I understand that access to the Internet from the Norton Schools must be in support of education and research, and I agree to the following:

1. I will refrain from accessing any instant messaging, newsgroups, links, listservs, or other areas of cyberspace that would be offensive to any students, teachers, or parents because of pornographic content; racial, ethnic, or minority disparagement; encouragement of violence; or illicit/illegal content. I will not use proxy servers to access restricted web sites.
2. Accordingly, I am responsible for monitoring and appropriately rejecting materials, links, email, dialogue, and information accessed/received by me. I will report any inappropriate information to a teacher or the system administrator.
3. I accept responsibility for keeping unlicensed/copyrighted software from entering the school via the Internet. Therefore, I must not download games, music, graphics, videos, software programs or text materials that are copyrighted.
4. Plagiarism is unacceptable. Therefore, I accept responsibility for using downloaded text in an appropriate manner. I will give appropriate credit for resources used. Violation of copyright laws will not be tolerated. I will not post, distribute, or use without permission material that was created by someone else.
5. I will be courteous and use appropriate language. Therefore, I will refrain from swearing, or using any forms of obscene, harassing, bullying or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the system administrator, a teacher, or a counselor.

The Norton Public School System does not discriminate on the basis of age, race, color, national origin, sex, disability, religion or sexual orientation.

Norton Public Schools

1:1 Chromebook Handbook



6. I will not reveal personal information including username, password, addresses and telephone numbers of myself or others.
7. I will not use the Norton schools' network to access any database or service which charges a fee. If any fees are incurred, I will be responsible for all charges.

Security

If I suspect a security problem related to my school's account or on the Internet, I will notify a teacher or system administrator. I will not exaggerate the problem by demonstrating the problem to others. Under no conditions will I share my password with anyone. I will never leave a computer logged in and unattended.

Any user legitimately identified as a security risk or with a history of problems with other computer systems will be denied access to the Internet through the Norton Public Schools.

Any user attempting to maliciously harm or damage computers, accessing/viewing data of another user, including the unauthorized use of debit or credit cards, will be denied access to the Internet through the Norton Public Schools. This includes, but is not limited to, the uploading or creating of computer viruses. I understand that the proper authorities will be contacted if these laws are broken.

Conclusion

I understand that the use of the Internet is a privilege and that inappropriate use will result in cancellation of those privileges. I further understand that the system administrators will deem what is inappropriate use and that their decisions are final. The system administrators may close the access of any user at any time as required.

The expectation of faculty and administration is that all students and staff in the Norton Public Schools will adhere to the above policies. We look forward to the expanding use of the Internet for learning.

Student:

I have read and understand the Acceptable Use Policy and agree to all of the provisions. I understand that any violations of the above guidelines will result in immediate suspension of my Internet privileges. As a result of such violations, further disciplinary measures may be taken.

Student's Printed Name _____ Signature _____

Parent/Guardian:

I am the parent/guardian of the above named student. I have read and I understand the Acceptable Use Policy. I hereby give permission for my son/daughter to use the Internet provided by the Norton Public Schools. I understand that he/she is required to follow this policy and that any violations of the above guidelines will result in immediate suspension of the student's Internet privileges. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff to restrict access to such information, but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.

Parent's Printed Name _____ Signature _____

Edited 6/1/2009

The Norton Public School System does not discriminate on the basis of age, race, color, national origin, sex, disability, religion or sexual orientation.

Norton Public Schools

1:1 Chromebook Handbook



Optional Insurance & Replacement Costs



Worth Ave. Group Insurance Coverage

Worth Ave. Group is extending a discount to members of Norton Public Schools (Norton, MA) to insure the devices used by students participating in the school's BYOD program. Insurance with Worth Ave. Group will protect the device against ACCIDENTAL DAMAGE, THEFT, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit and there is not limit to the number of claims.

About Us

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, WAG has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses and individuals. Our corporate headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. Our underwriter, Hanover Insurance Company in Worcester, Massachusetts, has an Excellent rating of A from A.M. Best Company, an organization rating insurance companies based on operating performance and financial strength.

Worth Ave. Group Coverage	✔ - Covered	✘ - Not Covered
Accidental Damage (drops & spills)	✔	
Cracked Screen	✔	
Liquid Submersion	✔	
Flood	✔	
Natural Disasters	✔	
Power Surge by Lightning	✔	
Theft	✔	
Manufacture Defect		✘
Mechanical Failure		✘
Standard Wear & Tear		✘
Cosmetic Damage		✘
Unexplained Loss		✘



K-12 Student Rate Examples

Coverage Amount	Deductible	Term	Price
\$250 Chromebook	\$0.00	1 Year	\$40.70
16GB iPad Air 2 - \$399	\$0.00	1 Year	\$50.60
\$500 Galaxy Tablet	\$0.00	1 Year	\$57.80
\$1200 MacBook	\$0.00	1 Year	\$104.60

*Additional options available online
Coverage is based off replacement cost of device.

To Purchase a Policy Go To:

<https://my.worthavegroup.com/nortonma>

Worth Ave. Group
www.worthavegroup.com
 PO Box 2077 | Stillwater, OK 74076 | 800-620-2885

Norton Public Schools

1:1 Chromebook Handbook



Student/Parent Loan of Technology Form

File: UNDC

Norton Public Schools
Norton, Massachusetts

LOAN OF TECHNOLOGY AGREEMENT POLICY

It is the goal of the Norton Public School District to enhance learning and teaching opportunities for its students and staff in the 21st century. To this end, the District may institute a Technology loan arrangement for some of its students and staff to better enable them to access the Norton Public School curriculum and for staff to teach to higher levels. Certain parameters will be necessary for the proper implementation of said loan arrangement.

Definition of Technology: Includes, but is not limited to, laptops, iPads, netbooks, e-readers, iPods, Kindles and other tablet devices.

CONTRACT:

A _____ (type of Technology), serial number _____,
which is the property of the Norton Public Schools, is being loaned
to _____.

The student/staff member agrees to:

- handle the Technology with care
- become familiar with the maintenance and operation of the Technology
- bring the Technology to school each day that school is in session and student/staff member is in attendance
- be sure to secure the Technology and protect the Technology from theft
- limit exposure to high and low temperatures (i.e. do not leave in car)
- immediately report any malfunctions to his/her teacher or Network Technician
- limit use to school related functions only
- follow the District's Acceptable Use Policy with regard to this Technology or any school issued computer when used at school or out of school
- will use Google Docs or their file locker on Edline to access documents from home
- not install any software or application unless approved and installed by district Network Technician
- be the exclusive user of the computer when it is outside of school. It cannot be loaned to another user.
- not eat or drink anywhere near the Technology
- not place stickers on, write on, engrave or otherwise deface /mark the Technology
- be responsible for the confidentiality and security of identifiable student information

Norton Public Schools

1:1 Chromebook Handbook



The Technology is loaned to the student for academic purposes to assist the student in accessing the curriculum and assist staff in teaching the curriculum. The Technology will be evaluated at mid-year to determine if it is being used appropriately, enhancing instruction, and making a positive impact on the student's learning and access to the curriculum.

As with the assignment of textbooks, students are financially responsible for the replacement of the Technology should it become damaged, lost, or stolen. Students and staff to whom the Technology has been issued will be responsible for the full replacement cost.

The Technology Department will require the Technology and all of its accessories to be returned for regular service/maintenance at the end of the school year on a date determined by the school's Principal or at other designated times, as requested by the Network Technician. The Technology Department may reassign the Technology at any time, and may require the Technology to be returned at any time. The Technology and all accessories are the property of the Norton Public Schools, and upon leaving the Norton Public Schools, the student or staff member to whom the Technology has been issued, will return it to the Norton Public Schools immediately.

STUDENT USERS' AGREEMENT:

Parent or Guardian Signature

Student Signature

Date

School