

Spartanburg Prep School Chromebook Policy and Agreement Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Spartanburg Prep School by students, staff, or guests and also includes any device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook:

Chromebooks will be distributed by homeroom, beginning with 8th grade.

Parents/Guardians & Students must sign and return the Chromebook Policy Signoff and Student Pledge document before the Chromebook can be issued to their student.

Training:

Students will be trained on how to use the Chromebook by the computer science teacher and their classroom teachers. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and chargers will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at SPS.

Any student who transfers out of SPS will be required to return their Chromebook and charger.

If a Chromebook and charger is not returned, the parent/guardian will be held responsible for payment in full. If payment is not received **within 30 days**, the parent/guardian will be turned over to a collection agency.

Taking Care of 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 must be reported to the teacher and the teacher will forward the message to IT. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted and removed carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the chromebook.
- Always bring your chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged premoistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

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.** Students need to charge their Chromebooks each evening and bring them ready for use daily. Repeat violations of this policy will result in referral to administration and possible disciplinary action. It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to bring earbuds or headphones.)

Printing:

At School: Students will not be able to print at school. Teachers will print any materials from students they may need.

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Spartanburg Prep

School. Spot checks for compliance may be done by administration, IT, or teachers/staff at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the SPS acceptable use policy.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are webbased applications that do not require installation space on a hard drive. 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.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school 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 school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software/apps on their Chromebook other than what has been approved by SPS.

Inspection:

Students may 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 being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the "5minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a OnetoOne environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an

external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and SPS asset tag.
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers *with the lock securely fastened*. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should *never* be stored in an unattended vehicle.

Storing Chromebooks at ExtraCurricular Events:

Students are responsible for securely storing their Chromebook during extracurricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, extracurricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location. Multiple offenses may result in loss of privilege.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when their Chromebook is sent to IT (if any are available)

- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Dell parts and labor.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school. *This replacement cost is expected within 30 days.

- Replacement of the Chromebook -\$285
- AC Adapter & power cord \$55

Chromebook Technical Support:

The Tech Office, located in the computer lab, will be a point of contact for repair of the Chromebooks. After a technology issue is received, services provided by the Tech Office include:

- ● Password Identification
- ● User account support
- ● Distribution of loaner Chromebooks (if approved)
- ● Hardware maintenance and repair
- ● Operating System or software configuration support
- ● Restoring Chromebook to factory default

Technology Acceptable Use: General Guidelines:

- ○ Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at SPS. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of SPS.
- Access to SPS technology resources is a **privilege** and not a right. Each employee, student, and/or parent will be required to follow the rules

of the School's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the Acceptable Use Policy, Plan of Discipline, or other policies.

- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, **it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.**
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of SPS technology resources and/or school network must sign the Acceptable Use Policy and abide by the rules defined in the Acceptable Use Policy. This is in addition to the rules and policies that this document (SPS Chromebook Policy) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District and school administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask an adult and we will let you know.

- Plagiarism is a violation of the SPS discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the school. This email access will be through a Google Gmail system managed by SPS. The interface is monitored by network administrators and is subject to filtering of inappropriate content. Students can only receive and send emails to persons within the SPS user network, no outside emails (even parent emails) will be allowed through our filters. It is our first priority to protect the privacy and security of student emails.
 - Always use appropriate language.
 - Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
 - Do not send mass emails, chain letters, or spam.
 - No private chatting during class without permission is allowed.
 - Email is subject to inspection at any time by school administration.
 - Students will only be able to communicate with other SPS students and faculty.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the policies of the Chromebook Policy Handbook or SPS's Acceptable Use Policy will result in disciplinary action as outlined by the student handbook and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Spartanburg Preparatory School

CHROMEBOOK AGREEMENT

*Spartanburg Preparatory School; Student/Parent Chromebook Use Agreement
2017-18*

In this agreement, "Chromebook" means the Chromebook and all its components, software, battery, and charger. ***The form sent home, when signed, displays agreement and support of this document.**

TERMS:

- You will comply at all times with Spartanburg Preparatory School's Chromebook Policy Handbook and its guidelines as well as the SPS Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

TITLE:

- Legal title to the Chromebook is in the School's name and it shall remain in the school's name. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.

LOSS OR DAMAGE:

- If the property is accidentally damaged or incurs loss due to an act of nature, SPS will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

REPOSSESSION:

- Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

TERM OF AGREEMENT:

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School or upon student withdrawal from SPS.

APPROPRIATION:

- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Technology Acceptable Use Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide SPS Acceptable Use Policy Guidelines as stated in this document.

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Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of SPS technology and computer resources, I hereby release SPS and its agents from any and all claims of any nature arising from my student's use or inability to use SPS technology and computer resources.

****Signature on the sheet sent home with your student displays agreement and support of the above forms****



SCHOOL ISSUED ELECTRONIC DEVICE* STUDENT PLEDGE

- I will take proper care of my School Issued Electronic Device. ☐
- I will not loan my School Issued Electronic Device or charger and cords to others. ☐
- I will be accountable for my School Issued Electronic Device at all times. ☐
- I will charge my School Issued Electronic Device's battery as prescribed.
- I will not leave my School Issued Electronic Device in an unlocked vehicle. ☐
- I will keep food and beverages away from my School Issued Electronic Device. ☐
- I will not disassemble any part of my School Issued Electronic Device nor attempt repairs. ☐
- I will not remove school-required applications. ☐
- I will not stack objects on top of my School Issued Electronic Device. ☐
- I will not leave my School Issued Electronic Device outside or use it near water. ☐
- I will save school-related data to the school-assigned storage. (SPS will at times re-sync ☐and/or re-image District Issued Electronic Devices. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files to their personal cloud storage and/or thumb drives. Examples include personal music, books, etc.) ☐
- **I will not place decorations (such as stickers, markings, etc.) on my School Issued Electronic Device. "Skins," which are designed to be easily and cleanly**

removed are permissible.

- I will not deface the serial number, manufacturer labels or school labels on any School Issued Electronic Device.
- I will follow school policies outlined in the School Issued Electronic Device Guide and the School's Acceptable Use Policy.
- I will pay the replacement fee of \$220 (for Chromebook) and \$35(Charger) within **30 Days** due to negligent treatment of the device(s).
- I will file a police report in case of theft, vandalism or other violation within 48 hours.
- I will be responsible for all damage or loss caused by negligence or abuse.
- I agree to return my School Issued Electronic Device, case and power cords in good working order.
- I agree to return my School Issued Electronic Device and power cords when I transfer or leave the school for any reason.
- I understand that my School Issued Electronic Device is equipped with tracking capabilities, utilized for loss prevention. I understand a report can be accessed for every location this device travels. I have read, understand and agree to the stipulations set forth in the School Issued Electronic Device Student/Parent Guide, Spartanburg Preparatory School's Acceptable Use Policy, and the Student Pledge for Use of the School Issued Electronic Device. I understand my School Issued Electronic Device is subject to inspection at any time without notice and remains the property of Spartanburg Preparatory School.

***Signing the form sent home displays agreement and support of this checklist/pledge.**