

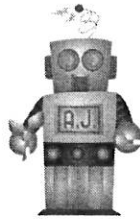
AJ Whittenberg Elementary

Personalized Learning Initiative

To inspire learning through authentic and engaging experiences empowering students to learn today and lead tomorrow.

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Start Up

First Two Weeks of School

Students will attend an Internet Safety/Chromebook Care session. During this session, the paperwork associated with the Chromebooks (Student pledge, Parent Signature Form, Chromebook Technology Fee) will be given to students to take home and be signed by parents/guardians.

Students will be issued a Chromebook once the Student Pledge, Parent Signature Form, and Chromebook Technology Fee are signed and returned to their teacher. Chromebooks will be checked out to each student individually.

Distribution of Chromebooks

- Teachers will receive the number of Chromebooks based upon the expected number of students during the first week of school. This is the same process we use to distribute textbooks. The Chromebook will be checked out under individual student names in Destiny.
- The teacher will hand out Chromebooks the second week of school. As soon as the student receives the Chromebook, they will log on with their assigned Google username (@greenvilleschools.us) and password (their birthday).
- At any point in the school year if a new student moves in, the teacher will request a Chromebook (much like they request a set of textbooks) by e-mailing the media center and Ms. Hygema.

Turning in Chromebooks

- At the end of the year students will turn in the Chromebooks the same way they leave their textbooks at the end of the year.
- Teachers should conduct checks throughout the year, same as they would with textbooks, to keep an account of any missing or damaged Chromebooks.
- If a student returns his/her Chromebooks damaged, costs for replacement or repairs are the responsibility of the student/parent/guardian. The district will charge the student/parent/guardian the cost of needed repairs, not to exceed the replacement cost of the Chromebook.

Identification of Chromebook

- Chromebooks have a serial number that serves as the barcode.
- Once the student logs on the first time, the Chromebook will be assigned to that student via PowerSchool.
- The school secretary or media specialist can print a report in Lawson of every Chromebook assigned to every child in the school.

Caring for the Chromebook

General Care

- The Chromebook is school property. All students must follow the Greenville County's Acceptable Use Policy.
- Students must report any damages to the teacher immediately.
- Keep food and liquids away from your Chromebook. Don't eat over your Chromebook. The crumbs can fall between the keys and provide an invitation to small bugs or damage the circuitry. Chromebooks should not be used during "snack" time. Water bottles should never be on desks with Chromebooks.
- Only use a clean, soft cloth to clean the screen (no cleansers).
- Always have clean hands when using your Chromebook.
- Protect the screen. When you shut your Chromebook, make sure there are no small items like pencils or small earphones on the keyboard. These can damage the display screen if the Chromebook is shut on top of them; the screen will scratch if the item is rough. Close the lid gently, holding it in the middle. Closing the lid using only one side causes pressure on that hinge and over time can cause it to bend and snap.
- Hold and lift the Chromebook by its base, not by its screen. If you lift it by the screen alone, you could damage the display or the hinges attaching the display to the base. The display is also easily scratched or damaged by direct pressure - avoid placing pressure on it.
- Do not pull on the power cord. Tugging your power cord out from the power socket rather than pulling directly on the plug can cause the cord to break off from the plug or damage the power socket.
- Do not stack any books, heavy materials, etc. on top of the Chromebook since it could cause the device to break. Do not sit on top of any carrying case that the Chromebook is inside.
- Do not leave your Chromebook on the floor where it could be stepped on.
- Do not leave your Chromebook in a car. Not only do the insides of cars experience large temperature swings that could damage a Chrome Book, but a Chromebook is an inviting target for a smash-and-grab thief.
- Avoid placing heavy materials, such as books, on top of your Chromebook. This can push the screen into the keyboard and will eventually damage it.
- Use the Chromebook on a flat, clean surface. This prevents it from falling,
- Do not share login information.
- Do not leave your Chromebook unattended unless it is stored securely in a locked cabinet or locked door.

Using Your Chromebook

- This Chromebook will be yours throughout your years at AJ Whittenberg Elementary School.
- Chromebooks are intended to be used at school and at home for assigned school activities as assigned by your teacher only.
- Students may be asked to bring their Chromebook to related arts classes or challenge classes.

Printing

- Students can print from their Chromebook.

Chromebooks Left at Home

- Students who leave their Chromebooks at home are still responsible for completing their daily work.
- Repeated offenses may result in disciplinary action.

Chromebooks Being Repaired

The school will issue the student a loaner student laptop (not a Chromebook) while his/her Chromebook is being repaired.

Charging Your Chromebook

- Chromebooks will be stored in a designated area in the classroom.
- Chromebooks must be plugged in to the charging station in order for the battery to be completely charged the next day.
- If a student brings their Chromebook home, they will not take a charger with them. Teachers will make provisions for a student to charge their Chromebook before it leaves the building and it will be plugged in and recharged first thing the next morning.

Camera Use

- The Chromebook has a front facing camera and video capabilities.
- The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.
- Unauthorized recordings are subject to disciplinary action in accordance with the district's Acceptable Use Policy.

- Greenville County School District retains the right to any recording and/or publishing of any student or staff member's work or image.

Updates and Installs

- When the Chromebook starts up on the school district network, it automatically updates.
- There is no need to download or install any updates on your own.

Network

- The school district makes no guarantee that their network will be running 100% of the time.
- Students will not be penalized if the network is down and an assignment needs to be completed that day. The teacher will adjust the due date accordingly when the network is brought back on line.

Managing Your Files

Saving Your Files

- Students will use Google Drive to save all their files. Google Drive automatically saves the student's work along the way. There is no save button.
- Chromebook malfunctions are not an acceptable excuse for not submitting work since their work is automatically saved on the Google Drive and can be accessed by any device with internet access. Teachers will have specific procedures when there are internet issues with turning in work.
- Since information is stored in the cloud, you may not save secured data (such as address, phone numbers, grades, etc.) in your files.
- Students may share their files with another student by clicking the share button on the file and typing in an e-mail address of the person they want to share the file. Students can decide to share with or without giving editing rights to the file. Students are no longer the sole owner of the file if they give editing rights to another person.

Teachers Accessing Your Files

- The teacher has the right to access any of your files on your Google Drive.
- The student's Google Drive is issued to them as a student of Greenville County Schools thus making any and all information stored on their Google Drive subject to investigation by the school and/or district.
- Teachers will randomly select students and ask them to provide their Chromebook for inspection. These inspections include a search of web-site history, e-mails, files on their Google Drive, and other searches.

Media, Games, and Software

- Inappropriate media should not be viewed or stored on the device. Students should inform a teacher immediately if something questionable appears on the screen.
- The presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
- Only photos or videos that are for educational purposes should be saved to the device or the Google Cloud.
- Sound must be muted at all times unless instructed by the teacher.

School and District Responsibilities

Teacher Responsibilities

- Teachers will design instructional activities to make appropriate use of 21st Century learning skills using the Chromebook.
- Teachers will monitor and supervise the use of the Chromebook.
- Teachers will discuss school district policies with students each year so the students understand expectations. They will enforce the district's policies and procedures in regards to the Acceptable Use Policy.
- Teachers will model and hold high expectations for students while sharing and gathering information online.
- Teachers will model responsible care and use of the Chromebook.

District Responsibility

- The district provides internet and e-mail access to all students.
- Filtering/blocking of inappropriate Internet materials is done at the district level; filtering/blocking also will occur when Chromebooks are used outside the district.
- The district reserves the right to investigate any inappropriate use of resources and to review, monitor, and restrict information stored on or transmitted via district-owned equipment and resources.

Student and Parent Responsibilities

Student Responsibilities

- Students are responsible for his/her Chromebook and will care for it.
- Students will not write or decorate their Chromebook.

- Students will do their own work and will not plagiarize work from others or the internet.
- Students will report any malfunctioning or damaged Chromebook to the school immediately. The district will be responsible for repairing the damage if it is from normal, daily use or a defect by the manufacturer.
- Students are responsible for any and all damage to their Chromebook beyond daily wear and tear.
- Students will report any stolen or lost Chromebook within 24 hours to law enforcement and the school (when the Chromebook is taken off school grounds).
- Students will abide by the district's Acceptable Use Policy (see Appendix A).
- Students will contact a teacher or administrator about any security issue or inappropriate material they encounter.
- Students will never give their login or password information to another student.
- Students will never give personal information (address, phone number, birthdate) to anyone on-line. • Students will not access their personal account(s) (iTunes, Facebook, etc.) at school.
- Students will never leave their Chromebook unattended.
- Students must remember if they give their Chromebook to others to use, the student is responsible for any content viewed on the Chromebook, any material downloaded, or any damages that may occur while it is out of their possession.
- Students will shut down and secure their Chromebook after use to protect their work and information.
- Students will plug in and/or store their Chromebook in the designated area at the end of each school day.
- Students will report e-mail containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Students will return their Chromebook to the issuing school on the date they withdraw from school or transfer to another school.
- Students will only download/install authorized applications, games or software only when given permission by the teacher/school.
- Students will not download or send any inappropriate material. When in doubt, ask the teacher before downloading or sending.
- Students will not engage in cyberbullying.
- Students will follow the directions of their teacher for when, how, and for what purpose to use their Chromebook.

Consequences

1. Violations of these policies outlined in this handbook may result in one of the following but not limited to these disciplinary actions:
 - a. Restitution (money paid in compensation for theft, loss, or damage)
 - b. Student/Parent Conference
 - c. Removal of Unauthorized Files and Folders
 - d. Restriction of School-Issued Chromebook Use Privileges*
 - e. Suspension
 - f. Court Referral/Criminal Charges
 - g. Alternative School Placement
 - h. Expulsion

*If a student's School-Issued Chromebook privileges are restricted, this means that for the period of the restriction, the student may be assigned a Dell laptop for word processing or pencil and paper if internet privileges may be suspended.

**If a student violates the Chromebook User Agreement/GCSD Acceptable Use Policy guidelines AND/OR the AJW student handbook, both sets of consequences may apply.

Parent Responsibilities

- Talk to your student about the values and standards you expect your child to follow as they use the Internet.
- All district-issued Chromebooks contain a filter for use at home. Parents are encouraged to monitor student activity at home, especially Internet access.
- Report any vandalism or theft to law enforcement and the school with 24 hours of discovery.

<u>Student Level I Offenses</u>	<u>Student Level II Offenses</u>
<p>Level I offenses are less serious and will be addressed in a student and/or parent conference. However, depending on the frequency that these Level I violations occur, more severe disciplinary actions may be applied.</p> <p>Examples of Level I Offenses:</p> <ol style="list-style-type: none"> 1. Sharing passwords 2. Plagiarism 3. Bypassing school security controls 4. Defacing computers (e.g., stickers, marker) 5. Removing school labels or tags 6. Clearing web browser history 7. Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) 8. Commercial or Political use 9. Accessing chat rooms, bulletin boards, or blogs without teacher / administration permission 10. Failure to Follow Teacher Directives 11. Failure to be Polite and Courteous 	<p>Level II offenses are more serious and disciplinary actions include a required conference, the restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement. However, depending on the seriousness and frequency of violations, more serious disciplinary actions may be applied.</p> <p>Examples of Level II Offenses:</p> <ol style="list-style-type: none"> 1. Downloading, posting, or distributing materials that are inappropriate as outlined in the Parent/Student handbook will result in automatic termination of the student's network/internet privileges. 2. Changing, altering, bypassing, or attempting to bypass any Chromebook security measures including filtered internet sites. 3. Engaging in online activity that threatens, intimidates, bullies, harasses, frightens, discriminates, or defames another person is considered harassment and will have significant consequences per the Parent/Student Handbook. 4. Intentionally destroying hardware or software. 5. Engaging in theft. 6. Engaging in any illegal activity.

Damage, Theft, or Loss and Terms of the Chromebook Technology Fee

Parents/guardians are required to pay a technology fee annually for the use of the Chromebook. This is a fee set by the district and covers accidental damage to the Chromebook. This fee does not cover intentional damage or damage associated with misuse of the Chromebook. The technology fee must be paid by Friday, October 19th 2018. Please note that if you have applied for free or reduced lunch that you will need to wait to pay the technology fee until you receive your status from the district. We are unable to refund the technology fee. If a student moves to another school within Greenville County during the 2018-2019 school year, the fee will not need to be repaid to the new school. The payment is recorded in Power School. The district has set the fee schedules as follows:

\$25.00 full price lunch student

\$15.00 reduced price lunch student

\$5.00 free lunch student

If you elect NOT to pay, students will only be able to use Chromebooks in their classroom. The student will be unable to take the Chromebook home unless the technology fee is paid. All assigned work must be completed by the due date set by the teacher.

All students must return a signed Parent Chromebook signature form and a signed Student Pledge form before they will be given a Chromebook. These forms are mandatory, even if the Chromebooks will not be taken home.

If the Chromebook has to be repaired or replaced, the technology fee must be paid in full before the Chromebook is returned to the student.

In the event that a Chromebook is stolen or lost, the student/parent/guardian must report the theft or loss to the school and file a police report within 24 hours. The school district has a GPS enabled tracking device that will “shut down” the Chromebook entirely when it is enabled. If the loss or theft is not reported within 24 hours, the student/parent/guardian may be liable for the cost of replacing the Chromebook.

Damage

- The school reserves the right to assess damages beyond the daily wear and tear to the Chromebook and charge the parent/guardian the cost to repair the Chromebook.

Theft

- In the event the Chromebook is stolen or vandalized, the parent/guardian must report the theft to the school and file a police report within 24 hours.
- If the theft or vandalism is out of town, then the police report must be filed with the law enforcement agency in the town’s jurisdiction within 24 hours and provide a copy of the completed police report to the school.

Loss

- In the event the Chromebook is lost, the parent/guardian must report the loss to the school and file a police report within 24 hours.

Repossession

- Greenville County School District reserves the right to repossess any Chromebook for failure to comply with the terms of the CHROMEBOOK TECHNOLOGY FEE and/or the Acceptable Use Policy or AJW Student Handbook.

Appendix A

Acceptable Use Policy

Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION)

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

I. Introduction

Each employee, student, or non-student user of Greenville County Schools (GCS) information system, is expected to be familiar with and follow the expectations and requirements of this administrative rule.

A. Legal Requirements

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include but are not limited to the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Acceptable Use

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

II. Student Acceptable Use

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

- The internet, intranet, e-mail, portal
- District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage
- The District's network and supporting systems and data transmitted by and stored on these systems

A. Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

B. Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.

Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.

Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

C. Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited:

- The use of school computers for commercial purposes

- The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols
- The bypass or attempt to bypass any of the District's security or content filtering safeguards
- Allowing another person to use the computer under your District login
- Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
- Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems
- Destroying or tampering with any computer equipment or software
- The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system
- The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system
- Violating any state or federal law or regulation, board policy or administrative rule

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

D. Consequences

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

III. GCS Internet Safety and Other Terms of Use

A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

Though the District makes reasonable efforts to filter such Internet content, the District cannot guarantee the effectiveness of its Internet filtering due to the dynamic nature of the Internet.

Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

B. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

- Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

C. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

- Obtain emails sent or received on District email
- Monitor an individual's use on the District's systems
- Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.





AJ Whittenberg Elementary

STUDENT PLEDGE: Chromebook Acceptable Use Agreement

- I will take care of my Chromebook by carrying it properly in hallways (with two hands) and in book bags.
- I will never share my log in information.
- I will follow my teacher's classroom procedures for Chromebook use.
- I will never loan my Chromebook to other individuals, including siblings or parents.
- I will keep track of my Chromebook at all times.
- I will charge my Chromebook's battery as my teacher requires. I understand that chargers are to remain in the classroom and never to be taken home.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device. I will not snack while using my device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will use my Chromebook in ways that are educationally appropriate, meet Greenville County School District's expectations, and AJ Whittenberg Elementary School's expectations.
- I will not place decorations (such as stickers) or write anywhere on the Chromebook.
- I will not remove or scratch off the serial number on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time, without notice, and remains the property of the Greenville County Schools.
- I will follow the policies outlined in the Chromebook Handbook and Acceptable Use Policy at all times.
- I am responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook, case, and power cords in good working condition.
- I will be a proactive digital citizen when using my Chromebook. I understand that my use of the Chromebook is subject to all applicable District policies and regulations including, but not limited to, the Greenville County Schools Acceptable Use Policy.

Student Name _____

Student Signature _____

Teacher Name _____

Date _____

Parent FAQ Sheet

Technology does not replace good teaching. Chromebook is not a replacement for a caring, knowledgeable, and driven teacher. It is a tool for education to utilize and increase student engagement and achievement.

Q: Who will receive a Chromebook?

A: All 3rd through 5th grade students

Q: What happens if my Chromebook is damaged, lost, or stolen?

A: Chromebooks will be issued like textbooks and damage will be assessed accordingly.

Q: Is the Chromebook durable enough to stand up to typical student usage?

A: Yes. Students will be instructed on proper care and use. Q: Do students have to sign a contract? A: Students must sign a Chromebook Acceptable Use Agreement. Parents are encouraged to review that agreement in the Back-To-School packet.

Q: Will the Chromebooks be filtered for student-accessed content?

A: Greenville County Schools will be filtering the Chromebooks at school.

Q: Will Chromebooks be password protected?

A: Yes. Passwords will be required at the time of setup on all Chromebooks to protect the security of student work. Students may NOT share passwords with anyone.

Q: Who will repair non-operable Chromebooks?

A: The Greenville County School District has an agreement with Dell to fix or replace non-operable Chromebooks.

Q: Will students be able to take the Chromebook home?

A: Not at this time. Students will begin taking Chromebooks home once a week later in the school year. Exact dates are TBD.

Q: What happens if my child misuses the Chromebook?

A: The level of misconduct will determine the level of consequence.

Q: If I have additional questions or concerns about this initiative, whom can I contact?

A: Our school Principal, Dr. Stevens, Assistant Principal, Ms. Hygema, or our Instructional Coach, Dr. Schulze at 864-452-0000.

Q: Will students be able to download apps from the app store?

A: No. Our students will be using web-based programs or programs pushed to the device by the district.