



BROTHER RICE
HIGH SCHOOL

Brother Rice High School

1:1 with Chromebooks

2016-2017 SCHOOLYEAR

Use of Technology – Chromebook Procedures and Information for Students and Parents

All Incoming Freshman, Sophomore and Juniors - REQUIRED

CHROMEBOOK ORDERS SHOULD BE PLACED BY June 1, 2016

HP Chromebook 11 – G4 N2840 for education is the Brother Rice Device of Choice

CHROMEBOOKS MUST BE ORDERED THROUGH THE BROTHER RICE WEBSITE

www.brotherrice.org OR VIA THE BROTHER RICE BOOKSTORE - NO EXCEPTIONS

It features the following specs:

- 11.6-inch anti-glare display (1366×768)
- Intel Celeron N2840 @ 2.16GHz (dual-core)
- 4GB RAM
- 16GB eMMC flash storage
- 9.5 hour battery
- Reinforced shell for durability



Chromebook (including management software, taxes, case and 3 years mandatory insurance) = \$321.17

**Any device other than the device mentioned above is strictly prohibited
at Brother Rice!**

*** YOU WILL HAVE THE OPTION TO PURCHASE AN E-BOOK OR A HARD COPY BOOK FOR YOUR SON'S CLASSES ***

1. Receiving Your Chromebook

a. Distribution

Your student(s) will receive their Chromebook and case during schedule pick-up. Students that miss the schedule pick-up will be able to pick up their Chromebook from the Cainkar Center.

b. Parent/Guardian Orientation

All parents/guardians are required to sign the Brother Rice High School Acceptable Use Agreement. Orientations will be held during transfer/new student registration.

c. Transfer/New Student Distribution

All transfer/new freshman, sophomore and junior students must order a Chromebook upon acceptance to Brother Rice. Chromebooks may be ordered through the Brother Rice Bookstore or Website. Both students and their parents/guardians must sign the Brother Rice Acceptable Use Agreement.

2. Taking Care of Your Chromebook

Students are responsible for the care of their Chromebook. Chromebooks that are broken or fail to work properly should be taken to the Cainkar Center as soon as possible so they can be properly assessed.

a. General Precautions

- Students should never leave their device unattended
- No food or drink should be next to Chromebooks.
- Should not be taken to the cafeteria
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- Each student will be issued a protective case for his Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in its protective case. Failure to do so may result in severe damage such as shattered screens.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

c. Asset Tags

- Your Chromebook will be labeled with your ID, name and serial number.
- For your protection, labels and tags should not be modified or tampered with in any way.

3. Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- A student may stop in the Cainkar Center and check out a loaner for the day at the discretion of his teacher
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The student that obtains a loaner will be responsible for returning the borrowed device to the Cainkar Center immediately following 8th period.
- If a loaner is not turned in by within 24 hours, the Cainkar Center will submit a request to the teacher to retrieve the device. If there are no results the dean's office will work on retrieving the loaner.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair by the insurance company
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- A member of the Technology Department will contact students when their devices are repaired and available to be picked up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- A Printing station will be available in the Cainkar Center and Pilon library. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <https://www.google.com/cloudprint/learn/>

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

h. Managing and Saving Your Digital I Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in Google Doc's or another Cloud resource.

4. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school.

A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.

Students should not use or install any operating systems on their Chromebook other than the current version of ChromeOS.

5. Operating System and Security

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. VirusProtection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

6. Content Filter

Brother Rice utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while in the building. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.

7. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet

8. Chromebook Identification

Brother Rice will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

9. Repairing/Replacing Your Chromebook

a. Tech Support

- All Chromebooks in need of repair must be brought to the Cainkar Center as soon as possible.
- The Technology Department will analyze and fix the problems they can and escalate the issues they cannot fix to a repair facility if applicable.

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor and 3 years of accidental damage insurance form HP Extended Care.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. However, the accidental damage insurance does.
- All repair work must be reported to the Technology Center

10. No Expectation of Privacy

Brother Rice may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the School. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the Technology Department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

11. Appropriate Uses and Digital Citizenship

Chromebooks should be used for educational purposes during school hours and students are to adhere to the *Acceptable Use of Technology Policy* and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.