



The mission of the 1 to 1 program at IvyTech is to create a collaborative and accessible learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of instruction to a facilitator of learning.

## **Chromebook Policy Handbook**

This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook. Students will retain their original Chromebook each year while enrolled at IvyTech.

### **Receiving Your Chromebook**

Chromebooks will be assigned within the first two weeks of each school year.

Parents/Guardians and students **MUST** sign and return the **Responsible use of the Internet and Technology Agreement** before the Chromebook can be issued to their child. **Chromebooks are to stay on-campus. If students require a device for home use, sign up with Mr. Frankl to receive a ThinkPad.**

### **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken/reported to a teacher or administrator as soon as possible so that they can be taken care of properly.

### **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 carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents **CANNOT** be covered.
- Chromebooks should never be left in an unsupervised area.
- For screen adjustment do not grasp screen by wrapping hand around screen, your thumbs will shatter the screen.

## Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

## Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

## Using Your Chromebook at School

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, curriculum, emails, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Students need to charge their Chromebooks each day by returning the device to its location and CAREFULLY plugging it back in.
- Loaner laptops may be issued to students when their Chromebook is out for repair.
- Students using loaner laptops will be responsible for any damages incurred while in possession of the student.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. **Do not share your password.**
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.
- Students should always use the Chromebook with their own account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

## Managing & Saving Your Digital Work With a Chromebook

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files all

online.

- With an Internet connection, you can access your documents and files from any device, anywhere in the world.
- All items will be stored online in Google Cloud environment if you use the Google Docs suite to complete your assignments.

## **Acceptable Use Guidelines (AUG)**

### **General Guidelines**

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of IvyTech.
- Students are responsible for their ethical and educational use of the technology resources.
- Access to technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Guidelines.
- 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 Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

### **Privacy and Safety**

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of IvyTech.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

### **Legal Property**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. 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.

- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the California Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the school.

#### **Email Electronic Communication**

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime.

#### **Consequences**

- The student in whose name, system account, and Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Noncompliance with the policies of this document or the Responsible Use of the Internet, will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff 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.

**RETAIN THIS PACKET FOR YOUR RECORDS**

**SIGN AND RETURN THE NEXT PAGE TO A STAFF MEMBER TO HAVE A CHROMEBOOK ASSIGNED**

# IvyTech Charter School

## Responsible use of the Internet and Technology Agreement

In-school use of the Internet and computers is intended to further student learning. Students and Staff have the responsibility to use the Internet, other software, and hardware in a responsible and informed way, conforming to network etiquette, customs and courtesies. Failure to adhere to these guidelines will result in disciplinary action. IvyTech is not responsible for damages to personal digital technologies or electronic communication devices.

### EXPECTATIONS

#### Be Responsible

- Use the Internet and school network for classroom-related activities only
- Use email, chat rooms, social networks as part of class curriculum only
- Use personal electronic devices in compliance with school policy

#### Be Respectful

- Respect and protect your privacy and the privacy of others.
  - Use only your assigned accounts/devices
  - Keep personal information such as full name, address, phone # off of public websites
  - Keep passwords secret
  - Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
  - Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator
- Respect and protect the copyrighted/intellectual property of others
  - Cite all sources appropriately
  - Follow copyright laws.
- Respect and practice the principles of community
  - Communicate only in ways that are kind, responsible, respectful, and safe
  - Obtain permission before taking/using photos, videos or images of other people
  - Use only school appropriate language, images, and videos

#### Be Safe

- Report threatening or offensive materials to a teacher or administrator
- Use all equipment and systems carefully, following instructions

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**COMPLETE BY SCHOOL OFFICIAL:**

Chromebook ID \_\_\_\_\_

Kindle \_\_\_\_\_

Other \_\_\_\_\_

# IvyTech Charter School

## Kindle User Agreement

The Amazon Kindle is a convenient, portable reading device. It is the size of a paperback and can hold up to 3500 books as well PDF's. Users can highlight passages, take notes, and look up words in the dictionary. Kindles will be utilized to deliver not only English texts, but also homework for Math, and other important school documents. If students ever experience technical difficulties, return the device to Mr. Frankl.

Student use is a PRIVILEGE and must show extra caution and responsibility with their device. Each Amazon Kindle is valued at \$140.00 and will be issued to every individual. For this reason, we require parent permission before a Kindle can be checked out to a student.

### Student Section:

In addition to following the ITCS Acceptable Use Policy for Technology\*, I agree to take care of the ITCS Library's Amazon Kindle while it is checked out to me. I agree to return it in good condition at the end of the school year.

I will not:

- Throw, drop, or damage the Kindle in any way
- Give the Kindle to another student or family member for his/her personal use
- Download, purchase, or change the content loaded on the Kindle
- Leave the Kindle unsupervised (on desk, in hall, in car, etc.)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent/Guardian Section:

I am authorizing the use of an Amazon Kindle by my child. I understand that the Kindle belongs to the ITCS Library and that my child will comply with ITCS Acceptable Use Policy\* and the Kindle User Agreement. I will help ensure the safe and timely return of the Kindle when it is due. I also understand that I am financially responsible for any damage to the Kindle and for any charges resulting from unauthorized content downloaded to the Kindle.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

E-mail

\_\_\_\_\_  
Phone Number (\_\_\_\_\_)\_\_\_\_\_