



Segue Institute for Learning Google Chromebook Policy, Procedures, and Information

Segue Institute for Learning Chromebook 1:1 Program

The focus of the Chromebook program at the Segue Institute for Learning is to provide tools and resources for the 21st century Learner. Excellence in education requires that technology is seamlessly integrated throughout the curricula. Increasing access to technology is essential to build upon college and career readiness skills. Providing the individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology devices used at Segue Institute for Learning considered by the Administration to come under this policy.

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1. GENERAL INFORMATION

1.1 Receiving Your Chromebook

- Chromebooks will be assigned each fall after the student/parent/teacher informational meetings.
- Parents & students must sign and return the Student and Parent Pledge documents before the Chromebook can be assigned to their scholar.



1.2 Chromebook End of Year Check-in

- Chromebooks will be assessed prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of the Segue Institute for Learning during the school year, the Chromebook and any other peripheral devices/tools provided will be assessed at that time.

1.3 Check-in Fines

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the Segue Institute for Learning and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may be limited in their use of the device. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made immediately to administration. The device and any peripherals must be returned to the school so that a new or spare device may be issue.	½ price on parts replacement. (ie. a screen replacement costs \$50 with \$25 to be reimbursed to the school department)
Accidental Damage (2nd Instance)	A report must be made immediately to administration. The device and any peripherals must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	½ price on parts replacement
Accidental Damage (3rd and additional instances)	A report must be made immediately to administration. The device and case must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: Limiting participation in the Chromebook program or result in a referral and disciplinary action.	Full price on parts replacement



Intentional Damage	<p>A report must be made immediately to administration. The device and case must be returned to the school so that a new device may be issued.</p> <p>Deliberate damage will result in a disciplinary referral.</p> <p>Student will be subject to appropriate disciplinary action and will be responsible for reparations to damage to school property as appropriate and set forth in applicable existing or future Board policies or school building policies.</p>	<p>All costs of whatever kind that are associated with replacing or repairing the device.</p>
Replacement power cord or case due to loss	<p>A report must be made immediately to administration</p>	<p>\$15 cord \$5 case</p>

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school technology office for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Segue Institute for Learning acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Segue Institute for Learning.
- Chromebooks must never be removed from the Segue Institute for Learning campus.
- Students are responsible for charging their devices at the end of each school day by returning it to its assigned charging station.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- When transporting the Chromebook, it must always be closed and carried appropriately.

2.2 Carrying Chromebooks (When Provided)

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.

2.3 Screen Care

The Chromebook screens 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 the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not carry the Chromebook by holding the screen only.



- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, floors, etc. as it will eventually break the screen.
- Do not place objects inside the Chromebook and attempt to close it.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students while Chromebooks are undergoing repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks will only be issued for use in school until all fines have been paid.

3.2 Charging Your Chromebook's Battery

- Students need to charge their Chromebooks each afternoon before leaving for the day.
- Repeat violations of this policy will result in disciplinary actions. Additional offenses will result in phone calls home and referrals.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

3.3 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should save to the device. All other photos/videos should not be taken or stored.

3.4 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes and/or headphones are in use.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or reimaging.
- It is the student’s responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.



4.2 Network Connectivity

- The Segue Institute for Learning makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Segue will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The Extensions/Apps originally installed by Segue Institute for Learning must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

5.2 Additional Software

- Students are allowed to load extra extensions/Apps on their Chromebooks. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection

- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
- Students are highly encouraged to save all of all Chromebook documents to their Google Drive and not the hard drive.
- Students are highly encouraged to manage their Google Drive to make sure they enough space for all of their documents.

5.5 Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Updates will occur automatically when a Chromebook is turned on.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 School/Staff Responsibilities are to:



- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. The Segue Institute for Learning reserves the right to review, monitor, and restrict information stored on or transmitted via Segue Institute for Learning owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.
- Oversee the Chromebook charging stations to make sure the devices are plugged in and charged for the next school day.

6.2 Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid the Segue Institute for Learning in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Plagiarism is a violation of the Segue Institute for Learning Student Handbook. 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 Segue Institute for Learning Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Monitoring all activity on their account(s).

6.3 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Segue Institute for Learning reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- External messaging services EX: MSN Messenger, ICQ, etc.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed



- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Segue Institute for Learning web filter.

6.4 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Segue Institute for Learning may be applied to the device.
- Labels or stickers that have been applied by the Segue Institute for Learning are not to be removed for any reason by the student.
- Chromebook sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. Segue will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Central Falls Police Department (the police report must be submitted) and to school administration.

6.5 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Segue Institute for Learning Student Handbook. 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 Segue Institute for Learning Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by Segue.

6.6 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or Segue policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

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

- Record of serial number
- Segue Institute for Learning label
- Student Identification number

7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in the charging stations.



- During PE periods the Segue Institute for Learning recommends the students work with their PE teacher for proper storage.
- To prevent damage, nothing should be placed on top of the Chromebook while the device is not in the student's possession.
- If a student needs a secure place to store their Chromebook, they may check in with the nearest staff member.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, and suspensions.