



Where Excellence and Creativity Merge

# FCBOE Chromebook and Digital Resource District Handbook

**Purpose of this document:** The information below is for *school personnel*.

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## Parent 1:1 Chromebook Communication Recommendations (Please note: Some of the following information is incorporated into the Student Code of Conduct.)

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**Digital Parent/Student Agreement:** Create a Google Form that all students or parents are required to complete prior to receiving the Chromebook.

- a. Section 1- Name and contact info
- b. Section 2 - What is a Chromebook? Why do we want to use Chromebooks? (See suggestions below)
- c. Section 3 - How to Treat your Chromebook (video) – <https://youtu.be/RIL4Qn4XgU4>
- d. Section 3 - discipline, security
- e. Section 4 - Internet Safety Policy

**Parent Letter:** (Wording for parent letter/agreement)

### **“School Name” 1:1 Initiative**

In/On \_\_\_\_\_ of 2018 we will distribute Chromebooks to our students.

In order to support a more personalized approach to learning, Fayette County Schools is providing devices to elementary, middle and high school students. Like a textbook, the device is a resource to support learning. Students with devices are required to follow the guidelines within this document, as well as all school, classroom, and School District policies and procedures regarding behavior and technology use. If you do not sign and return this form, a District device will not be issued to the student. Students who are not assigned a personal device will have access to a school-owned device to be used only at school.

### **Why Chromebooks?**

Chromebooks have an excellent battery life that can last for approximately 8 hours on one full charge. As a Google Apps for Education school district, our students have access to the

full suite of Google tools, including Docs, Slides, Forms, Calendar, Classroom and GMail. These tools, will enhance the learning experience of our students.

- Enhance collaboration and engagement
- Provide more opportunities for students to work at their own pace and level
- Allow access to district software such as Blackboard, Dreambox, textbooks, etc...
- Help student and teacher organization
- Are more secure and require no antivirus software

### **Using the Chromebook at School**

Students are expected to bring fully charged Chromebooks to school every morning. Students are also expected to bring their Chromebook to all classes unless a teacher advises them not to do so.

### **Care of Chromebooks at Home**

- Charge the Chromebook fully each night.
- Store the Chromebook on a desk or table but never on the floor.
- Protect the device from extreme heat / cold, food and drinks, small children, and pets.
- Do not leave the Chromebook in a vehicle.
- Theft of the device in school must be reported immediately to administration. Theft of the device outside of school must be reported to the police and a copy of the written report must be provided to school administration.
- Keep your Chromebook charged. One charger will be supplied for your Chromebook.
- Charge it whenever possible. It would be good practice to develop a habit each evening to plug in your Chromebook.

### **Screen Care**

- Do not carry the Chromebook by the screen, which can be damaged if pressure is applied.
- Do not lean on the top of the device when closed or place objects on the device (including inside book bags) that place pressure on the screen.

- Take care not to bump the device against lockers, doors or floors.
- Clean the device screen only with a dry soft cloth or anti-static cloth (available in the media center).

### **Chromebook Accessories**

Chromebooks come issued with a carrying case, identification label, and charging cord. All accessories are considered property of FCBOE and must be returned in good, working condition.

- Students may not write or place stickers on Chromebook or the carrying case.
- Parents are responsible for the replacement cost of lost, stolen, defaced or otherwise unusable carrying cases.
- Carrying cases should not hold other objects (folders, books, other) to avoid placing excessive pressure and weight on the Chromebook screen.

### **Students who fail to bring their Chromebook to school (School-based Decision)**

#### *Recommendations*

- Students may check out a loaner for the day.
- Students borrowing a Chromebook must check-out the device and will be responsible for any damage or loss to the loaner device.

### **Extra Chromebooks for Newly Enrolled Students**

Extra Chromebooks have been purchased for each school to provide extras when new students enroll during the school year. These Chromebooks have the FCBOE logo on the cover and were allotted by the following metric: Elementary Schools- 10, Middle Schools- 15, and High Schools- 20. **Any additional needs should be submitted by school administrators to Mr. Farmer.** For students who leave the school, the Chromebooks should be collected and counted as an extra for new students. A decision will be forthcoming soon to address those students who transfer within district.

## Chromebook Inventory tracking in IncidentIQ

Chromebook inventory data is vital to the district for state reporting and future purchasing decisions. IncidentIQ is the inventory system which contains all of the districts technology inventory data. ***Therefore it is imperative that every Chromebook supplied to a student is appropriately assigned in the IncidentIQ inventory system. School Technology Specialists need to use the Check-in / Check-out tool in IncidentIQ when distributing or reclaiming Chromebooks from students.*** Ensuring healthy inventory practices helps to keep the district better informed to provide all students with an exceptional digital learning experience.

## Chromebook Replacement Program (Always Learning Program)

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### Worth Ave. Optional Insurance

[2019 Worth Ave Insurance Information](#)

### Always Learning Program

If a Chromebook is accidentally damaged, it will be replaced. The warranty will cover accidental damage only. Each school will have a set of on-site check-out Chromebooks for students to use while waiting on the replacement. These Chromebooks will have the Always Learning logo on the cover and should always be returned to the school.

### Chromebook Return Procedures: During Year, End of Year (School-based decision)

- Chromebooks and accessories will be collected prior to the end of each school year.
- Students transferring out of FCBOE must return the Chromebook and accessories before the final day of attendance.
- Students may be billed for cost of replacing devices and accessories that are not returned or repairing devices and accessories that are damaged upon return.

### Printing

- Chromebook devices will not be configured to print at school or at home.
- Students are encouraged to share all work with their teachers through Google Apps or Blackboard when possible to avoid excessive printing costs.

## Digital Citizenship Education

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**All schools are encouraged to apply for Common Sense Media’s Digital Citizenship Certification. The number of recommended lessons for teachers are found in the guidelines below:**

<https://www.commonsense.org/education/recognition-schools>

- Students must abide by the FCBOE Acceptable Use Policy ([Elementary](#)) ([Secondary](#)) which is found within the FCBOE Student Code of Conduct at all times. Please refer to the ***Rules to help keep Fayette County Elementary School Students Cybersafe*** section.
- Common Sense Media provides wonderful resources for families. Current research surrounding student’s technology usage can be found on Common Sense Media’s [Common Sense Research](#) site.

All schools have access to digital content designed to teach digital literacy skills via Nearpod. Such as:

- Never share your password. If you suspect that someone else knows your password, notify a teacher immediately.
- Stay safe online. Never share your address, phone number, pictures or any other identifiable information while using this technology. Notify a parent or teacher immediately if you encounter material that is threatening, inappropriate, dangerous or makes you feel uncomfortable in any way.
- *Always log out of the Chromebook when not in use.* This will prevent unauthorized access to your account information.
- Only use a trusted Internet connection with your Chromebook. Never attempt to bypass school filters by using VPN’s or Proxy servers.

- Never allow another person to use your Chromebook for any reason. You are responsible for any searching, browsing that occurs on your Chromebook.
- Know that any activity on the Chromebook, including browser history, Email or files are subject to review by both school and district administration.

## Device Use (Please also refer to the appropriate section in the Student Codes of Conduct)

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All users of District-issued devices must follow the expectations outlined in District Policy and Operating Guidelines IFBG: Responsible Use of the Enterprise Network, JD: Student Discipline/Student Code of Conduct, and JS: Student Fines, Fees and Charges. Failure to follow these expectations will lead to applicable student disciplinary consequences. All District policies can be found at [www.fcboe.org/Page/307](http://www.fcboe.org/Page/307) .

While off school grounds parents/guardians are solely responsible for monitoring the student's use of the device. Students may not exhibit inappropriate behaviors, or access prohibited materials with the device, at any time, at any location. Students will be subject to disciplinary and/or legal action if they use the device for inappropriate activities, whether on or off school grounds.

Chromebooks are for school-related use only and may not be used by family members. Violating this use may result in Chromebook being confiscated and used only on school premises.

### **Discipline**

Due to a variety of situations that can arise from Chromebook or device misuse such as cyber bullying, inappropriate content sharing, inappropriate content searching and research either on or off campus, school administration reserves the right to decide at any time to limit and/or revoke access to the Chromebook. "Jailbreaking" and hacking of devices is not permitted. Depending on the severity of an incident, school administration may completely revoke access to a Chromebook and/or enact progressive discipline consequences.

**Applications:** Fayette County Schools has researched key applications which will be preinstalled on each device. Throughout the year, additional applications may be added to support learning through a request process with school administrator approval. Purchasing and installing these applications is the responsibility of Fayette County Schools. Only authorized school officials may add or delete applications from a District-issued device.

**Photo Library and Media:** Chromebooks are for school- related, educational purposes only. Only photos that are for an educational purpose should be saved to the device. Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background photo. Presence of inappropriate media of any kind can result in disciplinary actions and may also result in a loss of Chromebook privileges.

**Privacy:** There is no expectation of privacy. Nothing done on District-issued devices is private including web and download history even in incognito mode. District staff may, at any point, confiscate and search the contents of any district-issued electronic device. Devices are enabled with GPS locating systems, and in the case of loss or theft, this system will be activated. The Fayette County School District recognizes all aspects of the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and the Family Education Rights and Privacy Act (FERPA).

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**NEW 2019-2020 ClassLink District Portal ([my.classlink.com/fcboe](https://my.classlink.com/fcboe))**

**Classlink (in lieu of Clever)** - Our new landing page is a single sign-on platform that will allow teachers and students to access everything they need with one click. The Classlink interface is straightforward for both teachers and students.

***How will students find ClassLink?***

Student Chromebooks will be set to the following new tab/launch page settings:

- **Elementary:** Will open only to ClassLink as a new tab. This will be the case each time he/she logs in. For PreK, K, and 1st, students will get a QuickCard sign in. This is similar to the QR code Clever sign in we had in the past.
  - We are working with your school technology specialists to add the Google Slides presentations that previously opened when students logged in to the Chromebooks.
  - For non-1:1 Chromebooks, students will get the ClassLink QuickCard sign in so that younger students can access via a QR code badge.
- **Middle/High:** Will open all tabs where students ‘left off’ with the home page/new tab set to ClassLink. We are working on adding ‘Announcements’ presentations for those schools who’ve requested it in the past.

### ***How do teachers/staff find ClassLink?***

#### **Mail.fcboe.org Bookmarks Folder:**

The ClassLink link and directions for how to use ClassLink will be the only 2 links for all students and staff. Please encourage all staff to login to Chrome on his/her teacher district laptops or PC desktop/towers.

- [Directions for using ClassLink](#)
- [FCBOE ClassLink \(my.classlink.com/FCBOE\)](https://my.classlink.com/FCBOE)

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### **NEW 2019-2020 YouTube: Restricted Mode Setting**

In order to make more educational video content available to students, this year will be instituting a filtered process for YouTube.

**Elementary Student Settings: Strict Restricted YouTube access**—This setting is the most restrictive. Strict Restricted Mode does not block all videos, but works as a filter to screen out many videos based on an automated system, while leaving some videos still available for viewing.

**Secondary Student Settings: Moderate Restricted YouTube access**—This is similar to Strict Restricted Mode but makes a much larger collection of videos available.

**All Faculty/Staff/FCBOE Employees: Unrestricted YouTube access**—This means both Restricted Modes—Strict and Moderate—are off. As in the past, teachers and staff can login to his/her FCBOE account and view all content on YouTube.

The following educational resources which house video content on YouTube have been whitelisted to ensure they are not filtered via restricted or moderate settings:

- Khan Academy
- Code.org
- Discovery Education
- [CK12](#)
- Nearpod

## Frequently Asked Questions

Q: How are the videos categorized?

A: YouTube algorithmically limits contents that is available under the Strict restricted YouTube access or Moderate restricted YouTube Access. No algorithm is perfect. Primarily, the automated system checks signals like the video's metadata, title, and the language used in the video. Also, some videos may not be available in Restricted Mode as a result of human reviewers applying an age restriction to a video.

Q: What do I do if I still see inappropriate content?

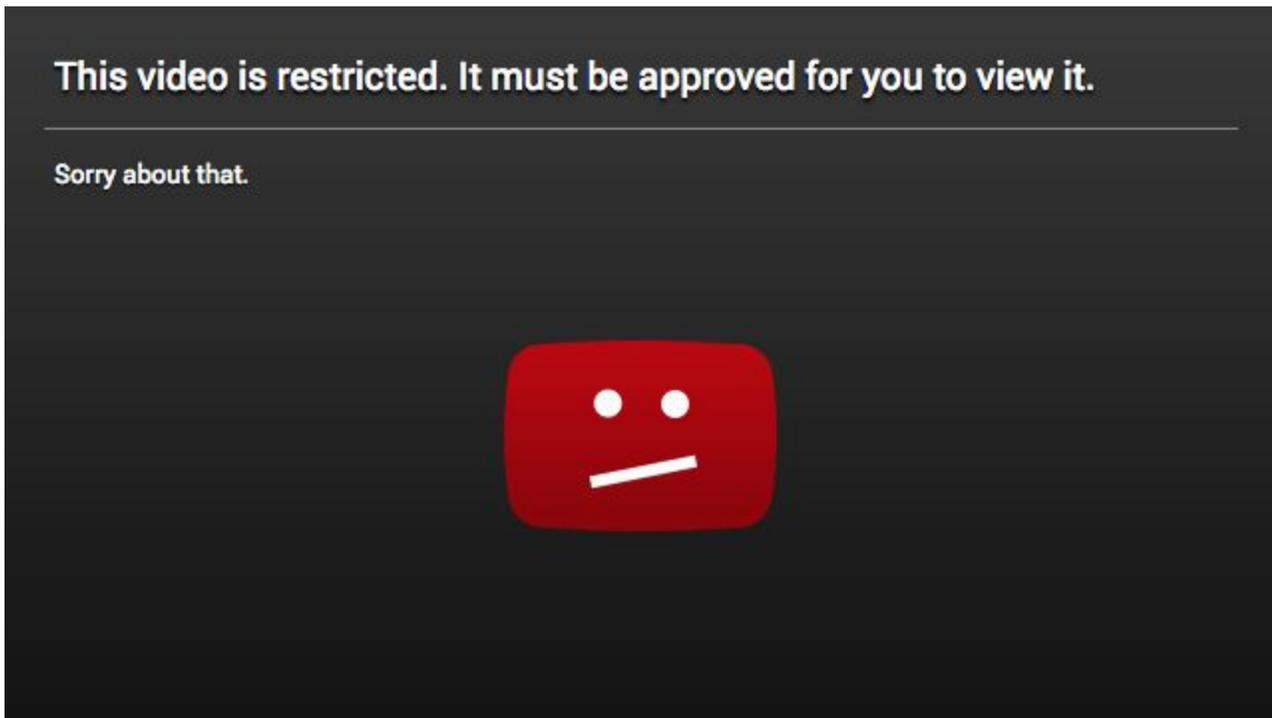
A: **No algorithm is perfect. If you see inappropriate content, [please flag it.](#)**

Q: What happens if a student tries to watch a video that's not approved for viewing?

A: The student should get an error message that states, "This video is restricted. It must be approved for you to view it"

Q: Why can't teachers approve videos?

A: Whatever is approved by a teacher at any level is accessible by students at any level. This puts students at risk of being exposed to content that is inappropriate for their age and emotional development. The decision was made to protect all students.



***Please note:*** Under the direction of the Assistant Superintendent of Student Achievement and the Chief Technology Officer, there will not be any means for teachers to approve blocked videos at this time.

## **Teacher Laptops: Procedures, Inventory, Reassignment/New Teacher Request**

### **Procedures:**

#### **All teacher laptops came with the following components:**

- Dell, touch-screen, laptop to tablet, Windows 10 PC
- Dell docking station with HDMI, USB 2.0 & 3.0, VGA, and power cable attached for charging and connections to monitor/peripherals while laptop is docked
- Dell bluetooth-enabled smart pen stylus

- Charger for use at home or on the go

Any loss, misplacement, or issues with any components listed above should be:

- Reported to Technology Services if any issues arise from regular, normal use, through submission of an Incident IQ ticket.
- Reported to police (for laptop) if stolen. Police report will be required for re-issue of new laptop only.
- Reported to school administration if laptop is lost or damaged due to water/misuse/screen breakage/damage beyond normal wear and tear will be a personal or school-based expense as determined by school administration.
- Reported to school administration for loss of docking station or separate charger for home will be a personal or school-based expense as determined by school administration.

All teachers should connect via a docking station while at work.

All school technology specialists should assist in the storage and inventory of teacher laptops and associated components. ***If you have any extra teacher laptops in your building, they should be turned in to Technology Services.***

**End of Year Procedures:** We are very fortunate to have school technology specialists who take great care in inventory and proper storage of technology over the summer. Special considerations should be taken into account for teacher laptops.

***Here are some common Q&As:***

Q. What if the teacher is transferring to another school within the district?

A. The teacher should take his/her laptop with them to the new school. This includes the laptop and all components (not cables attached to monitors or peripherals)

Q. What if the teacher resigns/retires?

A. The school should keep the laptop and all components for redistribution/reassignment in IQ to the teacher taking his/her place **OR** for any teacher being hired over the summer.

Q. What if my school has a new allotment which requires a new teacher be hired?

A. Principals should contact Mr. Farmer and Robin Scarborough to request a laptop be purchased.

