



Bowling Green City Schools

1:1 Chromebook Program Handbook

The Bowling Green City School District's commitment to providing quality instruction and ensuring equitable resources for its students is a driving force behind the 1:1 program.

BGCS selected Chromebooks because of their ability to meet the educational needs of our students and their seamless integration with the Google applications in the learning environment. Students will have the capability to access a wide range of educational resources and to collaborate with their teachers and other students to solve problems and develop both analytical and critical thinking skills. The implementation of a 1:1 program solidifies the vital role of the teacher who will design activities that will help students become active and engaged in their learning. Students will be required to bring their Chromebook to school every day and take it home every night during the school year.

Note: Due to the impact of COVID-19 on educating children remotely, the 1:1 Program will include grades K-12 in taking Chromebooks home. When conditions return to "normal" and students are back on campus full time, Chromebooks for students in grades K-3 will be stored in classroom carts and not taken home. Grades 4-12 will continue taking Chromebooks between home and school.

The policies, regulations, procedures and information within this handbook apply to all district Chromebooks used at school or at home.

1. THE CHROMEBOOK

The Chromebooks issued to students may vary slightly from year-to-year or even during the school year as models change. The general description of the Chromebook and associated items include:

- Lenovo Chromebook (*models in 2020: N22, N23, 100e, 300e*)
- Charging cable specifically designed for the models listed above
- Bump Armor CB Slim Hard Shell Case with Pocket
- Chromebooks access the Internet through the district's Internet filter at all times and locations.
- BGCS Google accounts run through monitoring systems that may prompt a security or safety alert to school administrators. Activity logs can be accessed by school officials if needed.

The Chromebook, charging cable and case (collectively referred to as "Chromebook") are the property of Bowling Green City Schools.

2. RECEIVING A CHROMEBOOK

2.1 Agreement & Fee

Parents and students must sign and return the 1:1 Program Agreement and pay the annual fee before the Chromebook can be issued to the student. The annual fee is \$30. This fee covers the use and maintenance of the Chromebook and resources required to manage the program.

2.2 Distribution

Chromebooks will be distributed to students at each school building prior to school starting. Chromebook pickup information will be communicated to parents in advance of each school year and may vary per building. Students enrolling during the school year will receive a Chromebook soon after enrolling. Students and parents are responsible for returning Chromebooks upon request.

2.3 Opt -out

Personal Chromebooks and laptops can access the district wireless network and will provide a similar experience as a district-owned Chromebook. If students choose to bring their own device, they need to bring it to school every day just like the expectation for a district-owned device. Students using personal devices are bound by district policies and guidelines concerning use of technology at school and the use of district resources and accounts. Note: tablet devices (iPads, Kindle Fires, etc.), smartphones, and gaming systems are not effective devices in our learning environment. Those choosing to opt-out of the 1:1 program must sign the **BYOD - 1:1 Opt-Out Form**.

3. CHROMEBOOK CARE

Students are responsible for the care and condition of the Chromebook they have been issued by the school. They should never allow others to use or borrow their device. Students will use the same Chromebook for multiple years, so proper care is important to ensure it works well over the term of use. Chromebooks that are broken or fail to work properly must be taken to the designated area in the school for technical support.

3.1 General Precautions:

- The Chromebook may only be used by the student it is assigned to.
- The Chromebook must remain in the district-provided case at all times.
- No food or drink is allowed next to the Chromebook while it is in use.
- Cables and removable storage must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Students are responsible for charging their Chromebook battery for school each day.
- No personal writing, drawing, stickers, or labels are permitted on the Chromebooks, chargers or cases.
- District identification labels and serial numbers may not be removed or interfered with.
- Do not use any chemicals (cleaners, sprays, solvents) or abrasives to clean the device.
- Chromebooks should be stored in safe and secure spaces when not in use. Extreme temperatures may be harmful to the device. Never leave the device in a hot or frozen car.

3.2 Screen Care:

- Screens and hinges can be damaged from rough treatment and pressure.
- Do not carry the Chromebook by the screen. Close the screen and use the case handles.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils).
- Do not lean on the top of the Chromebook when it is closed.
- Clean the screen with a soft, dry cloth or anti-static cloth. *No liquid cleaners/chemicals.*

4. USING THE CHROMEBOOK

The Chromebooks are intended for school work only and to be used at school each day. Students are expected to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

4.1 Chromebooks Left at Home:

If students leave their Chromebook at home, a loaner may be provided if available. If a student repeatedly leaves his/her device at home, he/she will be subject to appropriate disciplinary action.

4.2 Chromebook Undergoing Repair:

Loaner Chromebooks may be issued to students when they submit their Chromebook for repair at the designated location at their school.

4.3 Charging the Chromebook Battery:

The Chromebooks should be brought to school each day in a fully charged condition. Students should charge their Chromebook each evening and turn it off to conserve battery life.

4.4 Screensavers & Backgrounds:

Screensavers and desktop backgrounds should only contain appropriate content. As a general rule if the content would be deemed inappropriate on student clothing, it is not appropriate on school technology.

4.5 Printing:

Printing will not be allowed on these devices. Students will digitally submit or share documents through Google Classroom or G Suite.

5. SCHOOL ACCOUNTS

5.1 School Accounts:

Students are provided accounts for multiple school resources. The G Suite (Google) account is the core account that provides access to the Chromebook and to other school resources. For safety and security purposes, student G Suite accounts can only interact with other BGCS accounts. A limited number of school resources can send BGCS students messages. Students should only use school accounts on BGCS Chromebooks. Personal accounts should not be used.

5.2 Securing Accounts:

Students must protect their username and password information and may not share account information with other people. Students may not access or use accounts that belong to other students or to staff. If a student believes his/her account has been compromised, the student should inform a teacher or the Technology Department immediately. Students are responsible for all activity and content in their accounts.

5.3 Saving Work:

Students are responsible for backing up their data prior to leaving the district using Google takeout.

5.4 Inspection:

Student Chromebooks and accounts may be viewed or inspected by school administration at any time.

5.5 Compliance:

Bowling Green City Schools takes measures to protect student data privacy as required by the Family Educational Rights and Privacy Act [FERPA] and the Children's Online Privacy Protection Act [COPPA].

6. RESPONSIBLE USE

6.1 Board Policy:

Each student is required to follow Board Policy concerning the use of Bowling Green City Schools technology equipment and services. The policy manual is available on the district website.

6.2 Digital Citizenship:

Students are expected to practice good digital citizenship. Guiding questions:

- Does your behavior represent good work ethic and productivity?
- Does your work improve knowledge and understanding?
- Does your conduct impact the safety, security or reputation of yourself and/or others?
- Is your behavior honest and legal?
- Does your behavior diminish technology resources for other users?

6.3 Cyberbullying:

Cyberbullying occurs when one or more students slander, threaten, harass, humiliate, embarrass or otherwise target another student using digital technologies. Cyberbullying is not tolerated by the school district. Students who bully others will be disciplined per the student handbook and district policy and may include law enforcement.

6.4 Chromebook Security Settings:

The Chromebook has been configured by the district to facilitate device and account management and security. Security settings and the Internet filter may not be altered, bypassed or circumvented in any way, and the operating system must not be altered or replaced. Students should not initiate any reset actions on BGCS Chromebooks without guidance from the Technology Department.

7. CHROMEBOOK SUPPORT

All repairs on BGCS Chromebooks must be completed by the BGCS Technology Department. Parents, students or other entities may not attempt to repair or to provide replacement parts and/or devices.

7.1 Chromebook Technical Support:

A district technician is housed at the middle school and will travel to each school to address Chromebook repairs. Teachers will assist students in requesting technical support at school. A loaner device may be issued if necessary and available. All device policy agreements will remain in effect for the loaner device. Chromebook support hours are during school hours on school days. Summer hours vary.

7.2 Remote Support:

The Technology Department may provide remote technical support during the COVID-19 environment 8:00am-12:00pm on school days when students are working at home. Remote support must be scheduled by the student and parent and may require the device to be delivered to the Technology Center at the middle school. Technology staff will not leave the BGCS campus to work on a device. To arrange remote support, please email the Helpdesk at bgtech@bgcs.k12.oh.us or call 419-354-0800.

7.3 Chromebook Warranty:

Warranty repairs will be free of charge and cover normal use and manufacturer defects. Damage caused by negligence is not covered by the warranty, and the student may be charged for replacement parts or the whole Chromebook. Students will be responsible for replacing chargers. Damage from liquid, fire, drops, falls, and other collisions are also not covered. Other types of damage will be considered on a case-by-case basis. All labor is free of charge.

7.4 Deliberate Damage:

Willful, deliberate damage to the Chromebook will require the student to be charged for replacement parts or the whole Chromebook. All damage will be considered on a case-by-case basis. Examples of damage that will be considered intentionally reckless, willful, or deliberate:

- Missing or broken key. Keys do not fall off without force being applied to them.
- Rubber/plastic removal from the device.
- Coloring, Drawing, or Writing on the device
- Etching or carving on the device

7.5 Loss, Theft, Vandalism:

Students/parents must contact their building principal ASAP after the device is determined to be stolen, lost or vandalized. In cases of theft, vandalism, and other criminal acts, a police report must be filed by the student or parent within 48 hours after the theft or vandalism is discovered. The police report must be presented to the building principal.

7.6 Payment for Chromebook Repairs and Replacements:

Replacement part costs vary by model and over time. General part costs are available on the technology webpage. The replacement cost of a Chromebook is \$200. Payments for repair or replacement must be made in the form of cash or a personal check made out to Bowling Green City Schools and turned into your child's school office. Students and parents cannot bring in a replacement Chromebook in lieu of payment.



Bowling Green City Schools 1:1 Chromebook Program Agreement Form

The student and parent/guardian named below agree to assume full responsibility for the safety, care and maintenance of the Chromebook in accordance with the Bowling Green City School District 1:1 Chromebook Program Handbook (the “Handbook”). As set forth in the Handbook, damaged or lost Chromebooks will be reviewed and a fee could be charged on a case-by-case basis. The student agrees to abide by District policies and procedures while using the Chromebook. The Chromebook is the property of the District and, as such, is subject to monitoring and search of its contents at any time. There is no expectation of privacy in use or data stored on the Chromebook. When a student ends enrollment in the Bowling Green City School District, the Chromebook, charger and case must be returned to the school or a charge will be assessed.

Student Name _____

School _____ Grade _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Student Signature _____

Date _____

For additional information or questions please contact your building administration or contact:

Beth Krolak
BGCS Technology Coordinator
bkrolak@bgcs.k12.oh.us
419-354-0900

Bring Your Own Device [BYOD] Opt-Out from BGCS 1:1 Chromebook Program

We recognize there may be situations in which parents would prefer to provide their child with their own personal device instead of accepting a district-issued device. Parents may opt-out of the district's 1:1 Chromebook Program as long as the student brings a reliable laptop or Chromebook to school every day that allows the student to complete classroom activities, school work, and tests without disruptions. This form should be returned to the student's school office before school begins.

Please read the following information carefully. It is agreed and understood that:

- Students not accepting a BGCS Chromebook are responsible for bringing their own working device every day in order to participate in classroom activities; complete class assignments; and take state tests.
- Tablet devices (iPads, Kindle Fires, etc.), smartphones, and gaming systems are not effective devices in our learning environment.
- Assignments or tests will not be modified to accommodate issues with personally owned devices.
- The district will not provide technical support for students who use their own device.
- Devices in grades 3 through 12 must meet the requirements for the Ohio State Tests. Students are responsible for installing the secure browsers required for the tests. Information is available at: <https://oh.portal.cambiumast.com/users/technology-coordinators.shtml>
- Students may request to enter the 1:1 Chromebook program at any time by completing the necessary paperwork and paying any applicable fees. Parents/students should contact their building principal.
- Students are expected to follow all school guidelines and policies when operating their devices at school and/or using school resources.
- The district does not accept any liability for personal devices used at school. It is the student's responsibility to properly care for and store the device while at school.

I certify that I have read the above information and will be providing my child with their own personal device for use at school.

Student Name _____

BYOD Device Make and Model _____

School _____ Grade _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____