



*East Baton Rouge Parish
School System*

1:1 Chromebook
Technology Handbook
& Administrative
Guidelines

for
1:1
Success

East Baton Rouge Parish School System

Strategic Plan for Technology Integration

Implementing a district-wide 1:1 initiative, putting technology in the hands of our learners today, so they succeed as citizens, workers, and leaders in a digital world.

***1:1 Chromebook Technology Handbook
& Administrative Guidelines***

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DISTRICT VISION AND MISSION FOR TECHNOLOGY

OVERARCHING GOAL:

*East Baton Rouge Parish School System will equip, educate, and empower every educator and learner to actively engage in **technology-rich learning environments** that prepare all students to succeed as citizens, workers, and leaders in a digital world.*

Vision

District staff, educators, and students at all levels will integrate technology in meaningful and diverse ways that promote effective communication and collaboration - advancing teaching and learning in every classroom to positively impact outcomes for our students. We believe students will transition from recipients of information to creative cultivators and owners of knowledge.

Mission

All members of our dynamic team, instructional and technology support, will work together towards a shared goal - supporting every student in developing the skills and knowledge needed to succeed in a progressive, technology-reliant, global society through a dynamic technology integrated learning environment that is reliable, effective, ethical, and transformative.

Our purpose is to establish and maintain a technology integrated learning environment that ensures adequate support, training, development, and deployment systems are in place to provide educators, students, and other key personnel with the tools, resources, and information necessary for effective integration of technology in the learning environment daily.



SCHOOL CONTACTS

PRINCIPAL

SCHOOL TECHNOLOGY FACILITATOR

SCHOOL LIBRARIAN

1:1 PROGRAM POLICY



Chromebook devices are issued by the East Baton Rouge Parish School System for student use throughout the school year. The East Baton Rouge Parish School System is the sole licensee of the software included with the Chromebook device.



TITLE AND OWNERSHIP

Chromebook devices are purchased and owned by the East Baton Rouge Parish School System, who shall issue them for student use throughout the school year. These devices are issued in the same manner as a school textbook or other durable supplies and equipment. The student nor parent have ownership of the device at any time and the East Baton Rouge Parish School System reserves the right to collect and redistribute devices as needed.

LICENSE AGREEMENT

The East Baton Rouge Parish School System is the sole licensee of the software included with the Chromebook device. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy and may result in additional consequences as outlined in the Student's Rights and Responsibilities Handbook.

INTERNET & NETWORK USAGE POLICY

The Internet and Network Usage Policy (INUP) outlines the guidelines and behaviors that users are expected to follow when using school technologies. The use of any district provided technology requires staff, students, and parents to abide by the East Baton Rouge Parish School System INUP, which can be found in Appendix I.

STUDENT TECHNOLOGY USE POLICY AND AGREEMENT FORM

The East Baton Rouge Parish School System adopted the Student Technology Use Policy to serve as a guideline for the expectations of students in regards to the use of technology provided by the school system.

Before a student can use any technology at a school, the parent/guardian and the student must review the *Internet and Network Usage Policy* in **Appendix I** of this handbook and return the *Student Technology Use Agreement form* in **Appendix II** of this handbook to the school. Violation of the agreement, terms, and laws shall constitute a violation of this policy and may result in additional consequences as outlined in the Student's Rights and Responsibilities Handbook.

RECEIVING AND RETURNING THE DEVICE

1:1 CHROMEBOOK CHECKOUT

During the first few weeks after the start of school each year, before the beginning of the first 9 weeks, each student will be assigned one Chromebook device to **use** during the school year. The Chromebook will be assigned to the student through the Destiny Resource System at the school which is the same process used to issue textbooks to students. The students will utilize the Chromebook throughout the day and return them prior to leaving at the end of the day. Each school administrator or designee will provide students with checking out and returning Chromebooks. If a student checks out of school during the day, the student must return the Chromebook prior to leaving the campus. The Chromebook, as with other school issued items such as textbooks and library books, is the student's responsibility for instructional use. The Chromebook, however, will be used during the school day. Therefore, any instance of misuse, loss, theft or negligence will be reviewed on an individual basis to determine the amount of financial responsibility (if any) and restitution that the parent or guardian may be required to pay. This handbook outlines the procedures and policies for use to protect the Chromebook investment for the East Baton Rouge Parish School System. In the event of such negligence, the parent or guardian will be contacted by the principal or principal's designee.

DISTRICT OWNED/ISSUED

A Chromebook will be assigned to each student through the Destiny Resource System. In addition to the signature sheet collected from the Student's Rights and Responsibility Handbook, each student must sign and return a signed parent/guardian **Student Technology Use Agreement Form** as well as **Internet and Network Usage Policy**. To support this initiative, each school should hold parent informational meetings to share school based procedures, class use, and to review the Technology Handbook and Administrative Guidelines. Parents and students are encouraged to read the 1:1 Parent/Student Technology Handbook and Guidelines, the East Baton Rouge Parish Internet & Network Usage Policy, and Student Technology Use Agreement and sign and return the signature pages.

CHROMEBOOK CHECK-IN

Each school will train students on the daily check in process. At the end of each day, students are required to check in the Chromebook. At the end of each year, the Chromebook will be checked back into the Destiny Resource System. If a student transfers to another school for any reason during the school year, the device must be checked in at the time of withdrawal. Students who withdraw, are expelled, or terminate their enrollment for any other reason must check-in the device upon withdrawal. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified. Chromebooks are considered property of the East Baton Rouge Parish School System and should be treated as such. Chromebooks will be examined daily for damage and fees may be issued if damage is found beyond normal usage.

CHROMEBOOK STORAGE

To protect the Chromebooks, transport cases may be used. Each administrator will determine if a transport case will be used at their school site, provide information to students and parents about the transport cases, and provide training to students and staff on the use and expectations for the cases. It is recommended that the transport cases are labeled. The identifiable label should never be removed from the transport case.

DEVICE USE, CARE, & MAINTENANCE

The student is responsible for the safety and security of the device and any activity associated with the device. It is the responsibility of the student to know where his/her issued Chromebook device is at all times. Any devices left behind or unattended will be taken to the administrative office. Students who misplace devices will be required to pick up the device and talk to a staff member regarding the importance of accountability of their device.

User Expectations for Handling and Care of the Device

- If a transport case is not provided, the user must maintain the safety of the device by following the safety precautions taught by the student's teacher.
- If a transport case is provided, the user must maintain the safety of the device by following the safety precautions taught by the student's teacher.
- Device and cases must remain free of any writing, drawing, stickers, or labels that are not applied by East Baton Rouge Parish School System or individual school.
- Labels should have the student's name on top with a seal on the label
- Use the device on a flat, stable surface.
- Do not place books or pressure on the device.
- Do not store the Chromebook with the screen in the open position.
- Do not place items between the keyboard and screen.
- Do not place the device near magnets or anything with high electric current.
- Do not have food or drinks around the device.
- Do not pick up the device by the lid (screen).
- Do not attempt to clean the device.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight.
- Do not transport the device (lift, carry, etc.) while it is open. It must be closed when relocating.
- When moving between classes, the device must be closed and placed in book bag or carried close to body.
- Do not leave the device unattended in an unlocked or unsecured location (i.e. gym, bathroom, cafeteria, library, bus, etc.)

CHARGING AND PREPARATION FOR CLASS

It is the student's responsibility to ensure their district-issued device is returned to the appropriate charging cart and slot at the end of each school day, or before they leave campus. It is the teacher's responsibility (or the responsibility of the substitute/ assigned personnel) to connect the chargers to each device prior to leaving, so they can charge each night and be ready for use the following school day.

INAPPROPRIATE USE OF DEVICES

It is the responsibility of each student to use their issued device in an acceptable manner. Students must never hold the device by the screen. Students will be subject to the Student Technology Use Agreement as well as the student sections of the East Baton Rouge Parish School System Internet and Network Usage Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download material that violates the terms outlined in the East Baton Rouge Parish School System Internet and Network Usage Policy, Student technology Use Agreement, or Students Rights and Responsibilities Handbook. A search query will be conducted every night and all inappropriate searches will be reported to the principal.

PRINTING

Students may only print materials related to their classes and assignments. Prior to printing, a student should ask permission to print from a staff member or teacher. If a student prints materials not associated with a class or assignment, they may be required to pay a fee for each page printed and/or be disciplined if the material was inappropriate or obscene in nature. Printing will only be done from a desktop computer.

FILE MANAGEMENT

Students will be provided cloud space to store files. It is recommended that all files be stored in this space so that in the event a device fails, the student's work and materials will be safe. Students may also backup work on a personal jump drive. During student training, students must be taught how to access their accounts off-site. Students must access their personal Google drive outside of the domain by signing in with yourname@ebrschools.org (using the student's login in the "yourname" section).

PASSWORDS AND BACKGROUND IMAGES

It is the responsibility of each student to protect their password. Passwords should never be shared. Each Principal and Technology Facilitator will be trained on resetting passwords. Principals and Technology Facilitators will either reset it upon request or submit a ticket to have the password reset. Inappropriate media should never be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by East Baton Rouge Parish School System may result in disciplinary actions.

AUDIO RESTRICTIONS

Unless specified to the student by the teacher, it is required that sound be muted at all times. Headphones may be used at the discretion of the teacher but will not be provided to the schools nor students by the East Baton Rouge Parish School System. If allowed, students can purchase a pair of headphones/earbuds for personal use. The headphones/earbuds should not be shared.

SCHOOL COMMUNICATIONS, EMAIL, SOCIAL NETWORKING

Students will not have a personal email set up with their login names. Teachers will be able to communicate with students using a safe and secure platform that tracks all communication. Any communication that is deemed inappropriate will not be tolerated and subjected to internal and possible external investigation. All employees and students must adhere to the terms and agreements established in the East Baton Rouge Parish School System Internet and Network Usage Policy. Since the Chromebook is a tool used for learning, unapproved social networking sites are restricted from use.

Violations of the above user expectations, the Student's Rights and Responsibilities' Handbook, the East Baton Rouge Parish Internet and Network Usage Policy, Student's Rights and Responsibilities Handbook, and/or Student Technology Use Agreement may result in disciplinary repercussions as decided upon by building administration, including, but not limited to:

- Restrictions placed on device use
- Notification of parents
- Detention or suspension from school and school related activities
- Loss of device privileges
- Legal action and/or prosecution
- Financial Consequences

SAFETY AND SECURITY

PRIVACY

Students will be issued a username and password that allows them access to a personal cloud space and personal access to the internet. It is extremely important that students never give their username or password to any other student. By doing so, he/she will be held accountable for all internet or network actions that may take place as a result of other students posing as them. Students who attempt to hack into other systems or steal student or staff information may be subject to school disciplinary actions and legal actions, if deemed necessary.

UNAUTHORIZED USE OF DEVICES

All internet traffic is monitored by our filter program. Administrators will notify parents or guardians if their child's account has been fagged because of inappropriate use of the device or network. Students who use a device in an inappropriate way may be subject to school disciplinary actions as outlined by the Students' Rights and Responsibilities Handbook. These actions will be based on the severity of the inappropriate action or materials.

DISCIPLINARY MEASURES

Non-compliance with the Student Technology Use Policy or East Baton Rouge Parish School System policies may result in one or more of the following actions:

1. Restricted use or loss of Chromebook device privileges. Possession of an East Baton Rouge Parish School System Chromebook device may be revoked at any time.
2. Student and parent may be required to make full financial restitution for any unauthorized expenses incurred or damage caused by inappropriate actions.
3. Student may face school disciplinary actions based on district and school policy violations as deemed as appropriate by principal and/or designee.
4. Student may face legal actions based on the severity of the actions taken.
5. Other disciplinary actions aligned to the consequences as outlined in the Student's Rights and Responsibilities Handbook.

REQUESTING AN APP

The EBRPSS will provide support with extending the learning through approved Apps. EBRPSS Employees may request additional Apps by placing a ticket in the Help Desk System. All Apps must be approved through the Technology Department and some Apps will need additional approval through Department of Technology Integration, Curriculum & Instruction, and/ or the assigned Executive Director. Any cost associated with an approved APP may be the responsibility of the requestor or the school.

OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks operate on a modified version of the Chrome browser. It connects to web based resources, apps and extensions provided on the internet. When a Chromebook is initially turned on, it updates automatically allowing the students to operate on the most recent version of the Chrome operating system. If the student's Chromebook needs technical support for the operating system, the teacher must request support by notifying the Technology Department through the creation a Help Desk Ticket.

HELP DESK TICKET PROCEDURES FOR CHROMEBOOKS

The Help Desk Ticket System provides direct communication from the employee reporting a concern directly to the EBRPSS Technology Department. If there is a concern with a Chromebook, the principal or designee should immediately create a Help Desk Ticket in the School Dude System. A Help Desk Ticket should be created by the principal or designee if a Chromebook device has a broken or cracked screen, if a device is stolen, or has any other damage. A Help Desk Ticket may also be needed if the use of the Chromebook Troubleshooting Student Login Sheet does not assist with clarifying disabled student accounts, or updating forgotten passwords. After the principal or designee creates a ticket in the Help Desk Ticket System, he/she should monitor the progress of the request in the Help Desk Ticket System.

REPORTING MINOR & MAJOR CONCERNS

Each principal or designee will report site-based minor infractions through the Help Desk System. Examples of minor concerns may include:

- Additional Chromebooks needed
- Repairs
- APP Requests

Each principal or designee will report site-based major concerns directly to the Executive Director who will communicate with the Chief Executive Director for Technology for support. After reporting the major infraction to the Executive Director, the principal or designee will also report the major infraction through the Help Desk System. Examples of major concerns may include:

- Wi-Fi outage
- Multiple stolen or damaged devices
- Major damage to Chromecart
- Damage to the Chromecart lock

DEVICE & ACCESSORIES REPAIR AND REPLACEMENT

DISCLAIMER

Parents or guardians may be responsible for damages or replacement of the Chromebook due to negligence, misuse or loss. All instances will be reviewed on an individual basis by the principal or designee to determine the amount of financial responsibility and restitution that the parent or guardian must pay. The principal or designee will follow the suggestions outlined in the Student's Rights and Responsibilities Handbook as a guide when determining the consequences for a mishandled Chromebook.

PROCESS OR REPAIRS

All requests for repairs must be placed in the Help Desk Ticket System. The requestor must print two copies of the request taping one copy on the inside of the Chromecart next to the Chromebook and the other copy should remain with the Chromebook.

TIMELINE FOR REPAIRS

Some repairs for Chromebook devices can be managed on-site, other repairs must be sent to the district to be repaired by an ACER Certified Repairman, while more severe repairs will be sent to a 3rd party vendor. Devices that are sent to a vendor will be processed in the order they are received and by the availability of the parts needed to make the repair. Some repairs may take over (30) days because of the specific claims process under the Chromebook care warranty.

ONSITE REPAIRS

Once the Help Desk Ticket is assigned to an EBRPSS IT Tech, he/she will review the Chromebook damage to determine if the repair can be managed onsite. If the repair can be conducted onsite, the EBRPSS IT Tech will repair and return the device to the student and update the status to the Help Desk Ticket.

OFF SITE REPAIRS & STATUS UPDATES ON REPAIRS

If the EBRPSS IT TECH determines that the repair cannot be made onsite, he/she will have the Chromebook checked out of the Destiny Resource Manager System and note the status of the device in the Help Desk Ticket System. The status of the Chromebook will be updated with each status change. Once the device is repaired, the EBRPSS IT TECH will return the device to _____ so that the device checked back in to the Destiny Resource Manager System. The _____ will ensure the device is returned to the Chromecart and Chromebook slot. If a loaner device was issued, it will be retrieved at this time.

LOANER DEVICES

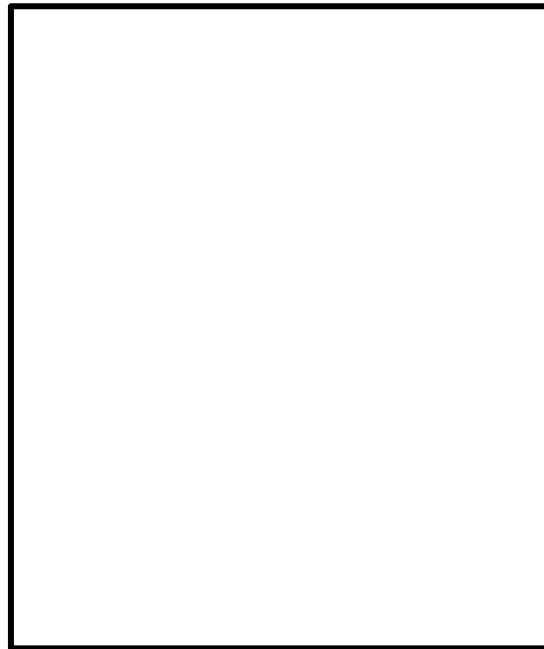
Loaner devices are available on a case by case basis, under the discretion of the principal or designee, and based on availability. The principal or designee may determine that loaner devices may not be available for students who have abused or misused their device. Students **will not** take their devices home. As a school and district, we anticipate the need to loan devices to students who are having their primary devices repaired. While we hope to have loaner devices available to students during these repair periods, there may be times where we do not have any available loaner devices. Under these circumstances teachers will make every effort to allow students to use classroom computers or give the student an alternate assignment of equal value. Loaner devices *may* be assigned to students for the duration of their device repair. Loaner devices will be

assigned on a first come, first serve basis and based on availability. To obtain a loaner device,

REPAIR COST MATRIX

Part / Repair Description	Approximate Repair Cost (Parts and Labor)
Laptop re-image	\$0.00
Missing Keys	\$5.00
AC adapter/ broken	\$40.00
AC adapter/ missing	\$40.00
Battery / damaged	\$40.00
Touchpad	\$40.00
Damaged Shell	\$85.00
Broken screens	\$100.00
Motherboard	\$100.00
Replacement computer due to neglect	\$200.00
District Assigned Case	\$20.00
Normal wear and tear	\$0.00
Hinges	\$5.00

1:1 Chromebook Close-Out Procedures





Department of Technology Services
1050 S. Foster Drive
Baton Rouge, LA 70806
Office (225) 922-5522, Fax (225) 922-5455

To all EBRPSS 1:1 Chromebook Sites:

1. The target closeout date for Chromebooks is the last full day of school for Elementary and the last day of school for Middle and High Schools. At that time, schools should discontinue using Chromebooks for instruction. Any exceptions to this should contact the Department of Technology Services and Executive Directors.
2. It is the responsibility of the Principal or designee to ensure all closeout procedures are followed.
3. Teachers should collect and inspect each Chromebook and return the keys for each cart (if applicable).
4. EBR IT Techs will address any outstanding tickets that are reported at the end of the school year.
5. Chromebook carts must not be placed behind doors inaccessible by site 12-month employee(s) or Aramark.

Thank you,

Department of Technology Services

Closeout Procedures for Chromebooks

Frequently Asked Questions

Question: What should a teacher do if the Chromebook the student returns is not the Chromebook assigned on the class roster?

Answer: Check to determine if there was a mix-up with the Chromebooks within the same cart. If not, check with an Administrator or Technology Facilitator to determine if there is a lost or stolen Chromebook section at your site.

Question: If the student has **not** previously reported a damaged Chromebook, and the teacher notices damage such as (permanent markers on the Chromebook, a cracked screen, missing key(s), dents on the Chromebook, or if the device will not turn on/off) what are the teacher's action steps?

Answer: 1) Create a Help Desk Ticket including the following documents: Student's Name, Service Tag Number, Serial Number, Property Control Number, Chromecart, Chromebook number. 2) Document the damages on the **Chromebook Inventory Check-in Sheet**, have the student sign the inventory sheet, and fill in the letter to the parent. After making a copy of the letter to the parent, have the student sign receipt of the letter.

Question: What should I do if, the student returns a Chromebook and the serial number does not match the assigned serial number on the initial Chromebook Inventory Sheet?

Answer: 1) try to determine if it was accidentally swapped with another Chromebook in your Chromecart. 2) Communicate with your site Tech Facilitator to determine if there is another Chromebook that may be lost or switched? 3) Communicate with your principal for next steps.

Question: Can our Chromebook Carts be used for our Summer Programs for Credit Recovery and Leap Remediation?

Answer: The best case scenario is to utilize the existing computer labs at each school. All Chromebooks need to be updated and inventoried during this summer period; however, if the site administrator decides to use the Chromebooks during the summer, each student must follow the same procedures as during the school year.

- 1) Obtaining parent permission
- 2) Collecting signed copies of the signature sheets
- 3) Assigning the Chromebooks to each student through the Destiny Resource Manager
- 4) Following the Check-in process

Question: How should the school collect fees for damages?

Answer: For each school year, EBR Internal Auditing for School Accounts will set up a Technology Fund per school to collect fees for maintenance. The Department of Technology Services does not collect fees. It is the school's responsibility to set up this account. If funds were collected for 2016-2017, those fees should be converted to this account. For fee amounts, please refer to page 14.

Principal's Guide

Please use the information below to guide the Chromebook 1:1 closeout process. If you have any questions, do not hesitate to contact the Department of Technology Services for further guidance and support. If you know a teacher is not returning to your site next year, please collect their Chromebook on or before the closeout date.

Principals:

1. Please communicate to teachers, staff, and students that **all** instruction through Chromebooks must end by the closeout date.
2. Provide each teacher with a copy of the initial Chromebook Inventory Sheet.
3. Identify the person at your site that will collect the Chromebook keys, (and/or Chromecart combinations) as well as the Chromebook Check-in Inventory using the sheets provided. Communicate to the staff who this person is. When the teachers complete the Chromebook Check-in inventory, they should return the Chromecart keys (or Chromecart combination) to this person.
4. Provide the person identified in #3 with a clasp envelope (labeled Chromecart Keys), labels for each Chromecart Key, the signature sheets attached (one signature sheet for combination and one for keys), and a manila folder labeled Chromebook Check-in Inventory. Instruct them to label each key with the Chromecart number (not the teacher's name or room number). And place all Chromebook Check-in Inventory sheets in the folder.
5. Once the teachers have completed the inventory of the Chromebooks, they will need to submit them to the assigned employee at your site.
6. Provide each teacher assigned Chromecart with the following documents:
 - ✓ Teacher's Guide
 - ✓ Chromecart Inventory Check-in Sheet
 - ✓ Parent Notification Letter
 - ✓ Chromebook Inventory Damages Notices
7. Between after the closeout date, an EBR Tech will report to your site to inventory the Chromebooks. Please provide this person with a **copy** of the following:
 - ✓ Chromebook Inventory Check-in Sheets
 - ✓ Clasp envelop with the Chromecart Keys and/or Chromecart combinations
 - ✓ Copy of the Chromecart Keys Signature Sheet.
- 8) The Chromecart Keys will be returned upon completion of the inventory. Please verify the return of **all** Chromecart keys prior to the EBR Tech staff leaving. The EBR Tech will **not** leave the campus with the Chromecart Keys.
- 9) When all Chromebook Check-in Inventory sheets have been collected please identify the students that have caused damage to the Chromebooks and use the notice to parents to inform the parents of the damages.

Teachers,

Using the guidance below, you need to collect and inventory the Chromebooks assigned to your Chromecart. When you have completed the inventory, please provide _____ with your Chromecart keys or Chromecart combination and a copy of the Chromebook Inventory Check-in Sheet. A letter will be sent to parents concerning the damage.

If you have any questions, please know we are here to assist.

Sincerely,

Principal,

Teacher's Guide

Please use the information below to guide the Chromebook 1:1 closeout. If you have any questions, do not hesitate to let us know. **For an effective closeout, you must end Chromebook lessons on or before**

1. Using the school's generated Chromebook Inventory Sheet, check to ensure the serial number on the Chromebook the student is returning matches the serial number on the sheet. If not, review the Chromebook Closeout Frequently Asked Questions on page 4 of this document.
2. Prior to placing the Chromebook in the Chromecart, ask each student to turn it on and log in. Please make sure each device is in working order. The student may then turn the device off. Please check the following features for each device:
 - ✓ Ensure the serial number being returned matches the serial number on your Chromebook Inventory Sheet
 - ✓ Are all keys on the keyboard?
 - ✓ Has the screen been cracked or damaged?
 - ✓ Are there external marks with permanent markers?
 - ✓ Are there stickers or labels on the cover?

NOTE: There will be some normal use. However, missing keys and/or cracked or damaged screens should be considered beyond the normal use.
Place the Chromebook in the Chromecart. If the device is not in working order or if there are damages beyond normal wear and tear please review the Chromebook Closeout FAQ 2017 for next steps.
3. Please note any damage on the Chromebook Inventory Check-in Sheet and have the student sign the document.
4. For any damage to the device that **has not already** been placed in the Help Desk Ticket System, create a Help Desk Ticket including the following information: student's name, service tag number, serial number, property control number, Chromecart, and Chromebook number.
5. If there are no damages, place "no damage" on the Chromebook Inventory Check-in Sheet and have the student sign the Chromebook Inventory Check in Sheet.
6. When all students have returned the Chromebooks and all signatures have been obtained, please provide _____ with the Chromebook Check-in Inventory Sheet. Please keep a copy for your records.

Note: For additional support, please review the Chromebook Closeout FAQ on page 4 or seek guidance from a site administrator.

Chromecart Key Signature Sheet

Directions: Please place the number of Chromecarts assigned to your school in the first column. List the teacher's name and room number in columns 2 and 3. When the teachers return the Chromebook Inventory Check-in Sheet, please collect and label Chromecart keys OR place the Chromecart combination on this page. Have the teacher sign and date the signature page.

Chrome Cart #	Teacher's Name	Teacher's Room #	Chromecart Combination	Teacher's Signature	Date
1	John Doe	140	15-15-15	<i>John Doe</i>	5-9-17

Chromebook Inventory Check-in Sheet

As you are collecting the Chromebooks, please take an inventory with the student present. In the "Damage Description" columns place a "√" if no damage is present. If damage is present, place an "X" in that column. Do this for each Chromebook in your Chromecart. Have the student sign after you reviewed and documented any damages. Please do not mark in the final column as an EBR Tech will use it for verification.

Check each Chromebook in your Chromecart for:

Power – have students turn on and log into the device to assure the device will power up; assure that the Chromebook is logged out of the student's' account

Screen – check for any dark spots, cracks, or any imperfections on the display

Keys – check for any broken or missing keys

Hinges – check that both hinges are still in working order and the computer will open and close without issue

Case – check the outer shell of the Chromebook for cracks or missing pieces; do not worry about normal wear and tear/scratches

Property Control Tag – check that the Property Control Tag is still on the underside of the computer and matches that student's assigned device according to your site's Chromebook inventory

Chromebook Inventory Check-in Sheet

Chromecart _____ **Teacher's Name** _____ **Room #** _____

Chromecart Slot #	Student Name	Damage Description						Student Signature	EBR Tech Initials
		Power	Screen	Keys	Hinges	Case	Property Control Tag		
1	John Doe	√	√	X	√	√	√	John Doe	



Dear Parent,

We hope that you have watched _____'s [insert student's name] technology skills advance through 1:1 technology integration within the East Baton Rouge Parish School System. Prior to distribution of the Acer 740 Chromebooks, each student was trained on proper care and expectations. Through this dynamic opportunity, teachers have delivered digital-age learning activities integrating the Louisiana Department of Education K-12 Technology Readiness Skills. These technology integrated activities prepare students for real-world digital citizenship and an increasingly technology-infused workplace.

During the Chromebook Check-in Inventory that took place the presence of your child, your child's device _____ [insert serial number] was returned with the following damage(s):

- Inability to power up
- Damaged Screen
- Missing/broken _____ Key(s)
- Broken hinge(s)
- Internal Concern
- Damaged case (beyond normal wear and tear)
- Lost Chromebook
- Other _____

The estimated cost for repair is _____. Payments must be made to our school prior to receiving a Chromebook in the East Baton Rouge Parish School System for the next school year. The device will be sent to the service provider to attempt to repair. Please know if the service provider associates a cost with this repair, you may be billed for the damages associated with this device.

If you have any questions, please contact the school. We are here to serve you.

Sincerely,

Principal

www.ebrschools.org

Chromebook Inventory Damages Notice Tracking Sheet

My signature indicates that I have been provided with a copy of the Chromebook damages notice to provide to my parent/legal guardian.

Student's Name	Chromebook Serial Number	Signature	Date

Helpful Resources

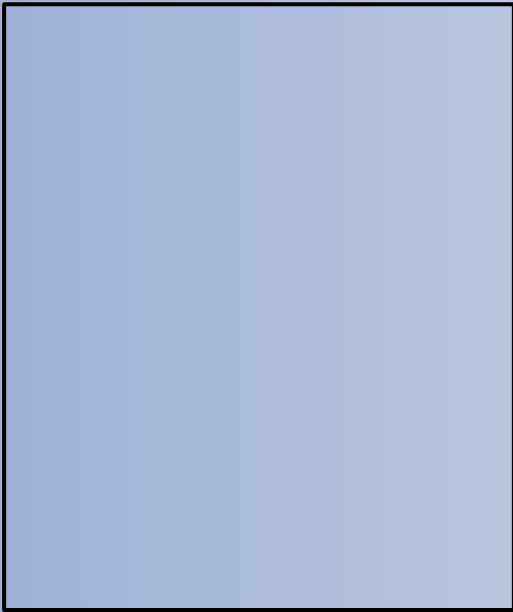
[Help Desk](#) – Submit an individual ticket to the Help Desk for each Chromebook needing repair using this link. Separate tickets are needed in order to track each unique Chromebook repair.

[Help Desk Tutorials](#) – Any EBRPSS employee needing assistance or instruction with using the Help Desk can use these helpful tutorials.

[EdTECH Q&A Forum](#) – Please post your shared technology questions here so answers can easily be disseminated across sites.

Chromebook 1:1 Close-Out Questions Online Office Hours

EBRPSS EdTech Team members will be online to answer your 1:1 Chromebook Close-Out questions. Attendance is voluntary on an as needed basis. Please refer to the calendar in Go Sign Me Up for additional information.



*East Baton Rouge Parish
School System*

1:1 Chromebook
Technology Handbook
& Guidelines

For Parents &
Students

for
1:1
Success

East Baton Rouge Parish School System

Strategic Plan for Technology Integration

Implementing a district-wide 1:1 initiative, putting technology in the hands of our learners today, so they succeed as citizens, workers, and leaders in a digital world.

***Parent & Student 1:1 Chromebook Technology Handbook
& Guidelines***

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DISTRICT VISION AND MISSION FOR TECHNOLOGY

Vision

District staff, educators, and students at all levels will integrate technology in meaningful and diverse ways that promote effective communication and collaboration - advancing teaching and learning in every classroom to positively impact outcomes for our students. We believe students will transition from recipients of information to creative cultivators and owners of knowledge.

Mission

All members of our dynamic team, instructional and technology support, will work together towards a shared goal - supporting every student in developing the skills and knowledge needed to succeed in a progressive, technology-reliant, global society through a dynamic technology integrated learning environment that is reliable, effective, ethical, and transformative.

Our purpose is to establish and maintain a technology integrated learning environment that ensures adequate support, training, development, and deployment systems are in place to provide educators, students, and other key personnel with the tools, resources, and information necessary for effective integration of technology in the learning environment daily.

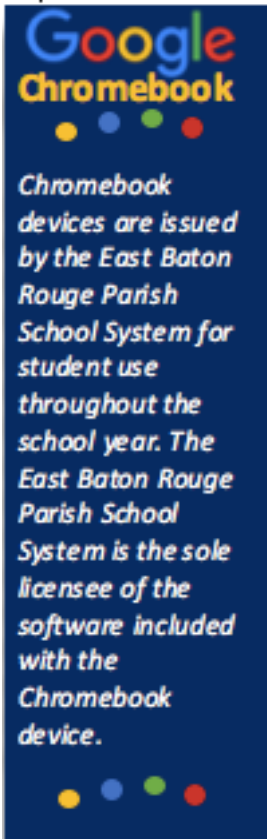


PRINCIPAL

SCHOOL TECHNOLOGY FACILITATOR

SCHOOL LIBRARIAN

1:1 PROGRAM POLICY



TITLE AND OWNERSHIP

Chromebook devices are purchased and owned by the East Baton Rouge Parish School System, who shall issue them for student use throughout the school year. These devices are issued in the same manner as a school textbook or other durable supplies and equipment. Neither the student nor parent have ownership of the device at any time and the East Baton Rouge Parish School System reserves the right to collect and redistribute devices as needed.

LICENSE AGREEMENT

The East Baton Rouge Parish School System is the sole licensee of the software included with the Chromebook device. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy and may result in additional consequences as outlined in the Student's Rights and Responsibilities Handbook.

INTERNET & NETWORK USAGE POLICY

The Internet and Network Usage Policy (INUP) outlines the guidelines and behaviors that users are expected to follow when using school technologies. The use of any district provided technology requires staff, students, and parents to abide by the East Baton Rouge Parish School System INUP, which can be found in Appendix I.

STUDENT TECHNOLOGY USE POLICY AND AGREEMENT FORM

The East Baton Rouge Parish School System adopted the Student Technology Use Policy to serve as a guideline for the expectations of students in regards to the use of technology provided by the school system.

Before a student can use any technology at a school, the parent/guardian and the student must review the *Internet and Network Usage Policy* in **Appendix I** of this handbook and return the *Student Technology Use Agreement form* in **Appendix II** of this handbook to the school. Violation of the agreement, terms, and laws shall constitute a violation of this policy and may result in additional consequences as outlined in the Student's Rights and Responsibilities Handbook.

RECEIVING AND RETURNING THE DEVICE

1:1 CHROMEBOOK CHECKOUT

During the first few weeks after the start of school each year, before the beginning of the first 9 weeks, each student will be assigned one Chromebook device to **use** during the school year. The Chromebook will be assigned to the student through the Destiny Resource System at the school which is the same process used to issue textbooks to students. The students will utilize the Chromebook throughout the day and return them prior to leaving at the end of the day. Each school administrator or designee will provide students with checking out and returning Chromebooks. If a student checks out of school during the day, the student must return the Chromebook prior to leaving the campus. The Chromebook, as with other school issued items such as textbooks and library books, is the student's responsibility for instructional use. The Chromebook, however, will be used during the school day. Therefore, any instance of misuse, loss, theft or negligence will be reviewed on an individual basis to determine the amount of financial responsibility (if any) and restitution that the parent or guardian may be required to pay. This handbook outlines the procedures and policies for use to protect the Chromebook investment for the East Baton Rouge Parish School System. In the event of such negligence, the parent or guardian will be contacted by the principal or principal's designee.

DISTRICT OWNED/ISSUED

A Chromebook will be assigned to each student through the Destiny Resource System. In addition to the Student's Rights and Responsibility Handbook signature sheet, each student must sign and return a signed parent/guardian **Student Technology Use Agreement Form** as well as **Internet and Network Usage Policy**. To support this initiative, each school should hold Parent/ teacher informational meetings sharing additional procedures, class use, and review of the Technology Handbook and Administrative Guidelines. Parents and students are encouraged to read this 1:1 Handbook and Administrative Guidelines, the East Baton Rouge Parish Internet & Network Usage Policy and Student Technology Use Agreement and sign and return the signature pages.

CHROMEBOOK CHECK-IN

Each school will train students on the daily check in process. At the end of each day, students are required to check in the Chromebook. At the end of each year, the Chromebook will be checked back into the Destiny Resource System. If a student transfers to another school for any reason during the school year, the device must be checked in at the time of withdrawal. Students who withdraw, are expelled, or terminate their enrollment for any other reason must check-in the device upon withdrawal enrollment for any other reason must check-in the device upon withdrawal. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified. Chromebooks are considered property of the East Baton Rouge Parish School System and should be treated as such. Chromebooks will be examined daily for damage and fees may be issued if damage is found beyond normal usage.

CHROMEBOOK STORAGE

To protect the Chromebooks, transport cases may be used. Each school will determine if a transport case will

be used at their school site. If required, it is recommended that the transport cases are labeled. The identifiable label should never be removed from the transport case. Students should never remove the transport case from the Chromebook. All students must adhere to the rules, policies, and procedures outlined by their school.

DEVICE USE, CARE & MAINTENANCE

The student is responsible for the safety and security of the device and any activity associated with the device. It is the responsibility of the student to know where his/her issued Chromebook device is at all times. Any devices left behind or unattended will be taken to the administrative office. Students who misplace devices will be required to pick up the device and talk to a staff member regarding the importance of accountability of their device.

User Expectations for Handling and Care of the Device

- If a transport case is provided, the user must keep the device in the protective case at all times, NO EXCEPTIONS.
- If a transport case is not provided, the user must maintain the safety of the device by following the safety precautions taught by the student's teacher.
- Device and cases must remain free of any writing, drawing, stickers, or labels that are not applied by East Baton Rouge Parish School System or individual school.
- Students who are issued identification cards for their case/device must keep the card visible on the devices' case at all times.
- Use the device on a flat, stable surface.
- Do not place books or pressure on the device.
- Do not store the Chromebook with the screen in the open position.
- Do not place items between the keyboard and screen.
- Do not place the device near magnets or anything with high electric current.
- Do not have food or drinks around the device.
- Do not pick up the device by the lid (screen).
- Do not attempt to clean the device.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight.
- Do not transport the device (lift, carry, etc.) while it is open. It must be closed when relocating.
- When moving between classes, the device must be closed and placed in book bag or carried close to body.
- Do not leave the device unattended in an unlocked or unsecured location (i.e. gym, bathroom, cafeteria, library, bus, etc).

CHARGING AND PREPARATION FOR CLASS

It is the student's responsibility to ensure their district-issued device is returned to the appropriate charging cart and slot at the end of each school day, or before they leave campus. It is the teacher's responsibility (or the responsibility of the substitute/ assigned personnel) to connect the chargers to each device prior to leaving, so they can charge each night and be ready for use the following school day. It is the responsibility of the student to ensure they use the assigned Chromebook and report any damage immediately. If a student checks in late to school, the student must follow the school's policy to retrieve the Chromebook at the appropriate time.

INAPPROPRIATE USE OF DEVICES

It is the responsibility of each student to use their issued device in an acceptable manner. Students must never hold the device by the screen. Students will be subject to the Student Technology Use Agreement as well as the student sections of the East Baton Rouge Parish School System Internet and Network Usage Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download material that violates the terms outlined in the East Baton Rouge Parish School System Internet and Network Usage Policy, Student technology Use Agreement, or Students Rights and Responsibilities Handbook. A search query will be conducted every night and all inappropriate searches will be reported to the principal.

PRINTING

Students may only print materials related to their classes and assignments. Prior to printing, a student should ask permission to print from a staff member or teacher. If a student prints materials not associated with a class or assignment, they may be required to pay a fee for each page printed and/or be disciplined if the material was inappropriate or obscene in nature. Printing will only be done from a desktop computer.

FILE MANAGEMENT

Students will be provided cloud space to store les. It is recommended that all les be stored in this space so that in the event a device fails, the student's work and materials will be safe. Students should not backup work on a personal jump drive.

PASSWORDS AND BACKGROUND IMAGES

It is the responsibility of each student to protect their password. Passwords should never be shared. If a student forgets his/her password, or believes someone has accessed their password, the students should immediately report it. Each Principal and Technology Facilitator will be trained on resetting passwords. Principals and Technology Facilitators will either reset it upon request or submit a ticket to have the password reset. Inappropriate media should never be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by East Baton Rouge Parish School System may result in disciplinary actions.

AUDIO RESTRICTIONS

Unless specified to the student by the teacher, it is required that sound be muted at all times. Headphones may be used at the discretion of the teacher but will not be provided to the schools nor students by the East Baton Rouge Parish School System. If allowed, students can purchase a pair of headphones/earbuds for personal use. It is recommended that earbuds are not be shared between students.

SCHOOL COMMUNICATIONS, EMAIL, SOCIAL NETWORKING

Students will not have a personal email set up with their login names. Teachers will be able to communicate with students using a safe and secure platform that tracks all communication. Any communication that is deemed inappropriate will not be tolerated and subjected to internal and possible external investigation. All employees and students must adhere to the terms and agreements established in the East Baton Rouge Parish School System Internet and Network Usage Policy. Since the Chromebook is a tool used for learning, unapproved social networking sites are restricted from use.

Violations of the above user expectations, the Student's Rights and Responsibilities' Handbook, the East Baton Rouge Parish Internet and Network Usage Policy, Student's Right's and Responsibilities Handbook, and / or Student Technology Use Agreement may result in disciplinary repercussions as decided upon by building administration, including, but not limited to:

- Restrictions placed on device use
- Notification of parents
- Detention or suspension from school and school related activities
- Loss of device privileges
- Legal action and/or prosecution
- Financial Consequences

SAFETY AND SECURITY

PRIVACY

Students will be issued a username and password that allows them access to a personal cloud space and personal access to the internet. It is extremely important that students never give their username or password to any other student. By doing so, he/she will be held accountable for all internet or network actions that may take place as a result of other students posing as them. Students who attempt to hack into other systems or steal student or staff information may be subject to school disciplinary actions and legal actions, if deemed necessary.

UNAUTHORIZED USE OF DEVICES

All internet traffic is monitored by our filter program. Parents and Guardians will be notified by the principal

or designee if their child's account has been tagged because of inappropriate use of the device or network. Students who use a device in an inappropriate way may be subject to school disciplinary actions as outlined by the Students' Rights and Responsibilities Handbook. These actions will be based on the severity of the inappropriate action or materials.

DISCIPLINARY MEASURES

Non-compliance with the Student Technology Use Policy or East Baton Rouge Parish School System policies may result in one or more of the following actions:

6. Restricted use or loss of Chromebook device privileges. Possession of an East Baton Rouge Parish School System Chromebook device may be revoked at any time.
7. Student and parent may be required to make full financial restitution for any unauthorized expenses incurred or damage caused by inappropriate actions.
8. Student may face school disciplinary actions based on district and school policy violations as deemed as appropriate by principal and/or designee.
9. Student may face legal actions based on the severity of the actions taken.

OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks operate on a modified version of the Chrome browser. It connects to web based resources, apps and extensions provided on the internet. When a Chromebook is initially turned on, it updates automatically allowing the students to operate on the most recent version of the Chrome operating system. If the student's Chromebook needs technical support for the operating system, the teacher must request support by notifying the Technology Department by creating a Help Desk Ticket.

HELP DESK TICKET PROCEDURES FOR CHROMEBOOKS

The Help Desk Ticket System provides direct communication from the employee reporting a concern directly to the EBRPSS Technology Department. If there is a concern with a Chromebook, the student must immediately report the concern to their teacher. The teacher will be responsible for creating a Help Desk Ticket in the School Dude System. A Help Desk Ticket should be created by the principal or designee if a Chromebook device has a broken or cracked screen, if a device is stolen, or has any other damage. A Help Desk Ticket may also be needed if the use of the Chromebook Troubleshooting Student Login Sheet does not assist with clarifying disabled student accounts, or updating forgotten passwords. After the principal or designee creates a ticket in the Help Desk Ticket System, he/she should report the ticket number associated with the concern to

DEVICE & ACCESSORIES REPAIR AND REPLACEMENT

DISCLAIMER

Parents or guardians may be responsible for damages or replacement of the Chromebook due to negligence, misuse or loss. All instances will be reviewed on an individual basis by the principal or designee to determine the amount of financial responsibility and restitution that the parent or guardian must pay. The principal or designee will follow the suggestions outlined in the Student's Rights and Responsibilities Handbook.

TIMELINE FOR REPAIRS

Some repairs for Chromebook devices can be managed on-site, other repairs must be sent to the district to be repaired by an ACER Certified Repairman, while more severe repairs will be sent to a 3rd party vendor. Devices that are sent to a vendor will be processed in the order they are received and by the availability of the parts needed to make the repair. Some repairs may take over (30) days because of the specific claims process under the Chromebook care warranty.

ONSITE REPAIRS

Once the Help Desk Ticket is assigned to an EBRPSS IT Tech, he/she will review the Chromebook damage to determine if the repair can be managed onsite. If the repair can be conducted onsite, the EBRPSS IT Tech will repair and return the device to the student and update the status to the Help Desk Ticket.

OFF SITE REPAIRS & STATUS UPDATES ON REPAIRS

If the EBRPSS IT TECH determines that the repair cannot be made onsite, he/she will have the Chromebook checked out of the Destiny Resource Manager System and note the status of the device in the Help Desk Ticket System. The status of the Chromebook will be updated with each status change. Once the device is repaired, the EBRPSS IT TECH will return the device to _____ to have the device checked back in to the Destiny Resource Manager System. The _____ will ensure the device is returned to the Chromecart and Chromebook slot. If a loaner device was issued, it will be retrieved at this time.

LOANER DEVICES

Loaner devices are available on a case by case bases, under the discretion of the administrator, and based on availability. The principal or designee may determine that loaner devices may not be available for students who have abused or misused their device. Unless specified otherwise in writing, students will not take their devices home. As a school and district, we anticipate the need to loan devices to students who are having their primary devices repaired. While we hope to have loaner devices available to students during these repair periods, there may be times where we do not have any available loaner devices. Under these circumstances teachers will make every effort to allow students to use classroom computers or give the student an alternate assignment of equal value. Loaner devices *may* be assigned to students for the duration of their device repair. Loaner devices will be assigned on a first come, first serve basis. To obtain a loaner device, _____

REPAIR COST MATRIX

Part / Repair Description	Approximate Repair Cost (Parts and Labor)
Laptop re-image	\$0.00
Missing Keys	\$5.00
AC adapter/ broken	\$40.00
AC adapter/ missing	\$40.00
Battery / damaged	\$40.00
Touchpad	\$40.00
Damaged Shell	\$85.00
Broken screens	\$100.00
Motherboard	\$100.00
Replacement computer due to neglect	\$200.00
District Assigned Case	\$20.00
Normal wear and tear	\$0.00
Hinges	\$5.00

East Baton Rouge Parish School System
Internet and Network Usage Policy

The East Baton Rouge Parish School Board recognizes the role of educational technologies in stimulating innovative approaches to teaching and learning and shifting the manner in which educators and students access and transmit information, share ideas, and contact others. In addition, technology is a key component in transacting the business of the school system and school board. The connection of schools and offices to the global online community brings new responsibilities as well as opportunities.

Network resources are provided for educational purposes and to carry out the legitimate business of the East Baton Rouge Parish School System (EBRPSS). Appropriate uses include instruction, research, online collaborations, and the official work of the offices, departments, and schools. The board expects all employees, students, and board members who use computing and network resources, including electronic mail and telecommunications tools, to apply them in appropriate ways to the performance of responsibilities associated with their positions and assignments. The board directs the superintendent or authorized designee(s) to specify those behaviors that are permitted and those that are not permitted as well as disseminate appropriate guidelines for the use of technology resources.

In compliance with the Children’s Internet Protection Act, the EBRPSS shall use technology monitoring and protection measures that monitor, block and/or filter Internet access to prevent access to Internet sites that fall under any of the definitions contained in *Section I: Definitions*. The technology protection measures that block and/or filter Internet access may be disabled by an authorized individual for bona fide research purposes with the permission of the superintendent, chief technology officer, or authorized designee(s). This disabling is permissible only for students 17 years of age or older or an authorized employee for the purpose as stated.

The network and Internet user shall be held responsible for his/her actions and activities. Responsibilities include efficient, ethical and legal utilization of any and all network resources.

As a matter of public law, any document pertaining to the public business on a publicly funded system is a public record, and this law applies to all records, messages and other information stored on district computers, file servers, and email and other data storage systems.

Specific guidelines for students and employees are outlined in *Section II: Student Policies and Guidelines*; *Section III: Employee Policies and Guidelines*; *Section IV: Acceptable Use of Information Technology Resources for District Enterprise Business applications*, and *Section V: General District Technology Policies*.

I. DEFINITIONS

- A. **Child Pornography** - The term “child pornography” has the meaning given such term in Section 2256 of Title 18, United States Code.
- B. **Harmful to Minors** - The term “harmful to minors” means any picture, image, graphic image, file, or other visual depictions that
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. **Minor** - The term “minor” means an individual who has not attained the age of 17.
- D. **Obscene** - The term “obscene” has the meaning given such term in Section 1460 of Title 18, United States Code.
- E. **Sexual Act and Sexual Conduct** - The Terms “sexual act” and “sexual contact” have the meanings given such terms in Section 2246 of Title 18, United States Code.

II. STUDENT POLICIES & GUIDELINES

Student use of network resources and the Internet is for educational purposes. Adherence to policies and guidelines is required for continued access to technological resources.

A. Online Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

B. Email and Telecommunications

In general, any student use of networks and telecommunication resources must be for educational purposes. School system rules for student communication also apply in the online environment. Students must respect and adhere to policies in the Student Rights and Responsibilities Handbook as well as any other applicable policy, and local, state, and federal law.

Students shall:

1. Login and use network resources only with their student account.
2. Logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.
3. Not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by the district and directly supervised by a teacher. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, bullying, cyber-bullying, or any form of terrorizing language which shall apply to all forms of electronic communications. The student and parent or guardian shall sign an EBR Internet and Network Usage Policy agreement prior to an email or network account being issued.
4. Not distribute private information about themselves or others.
5. Not send spam, chain letters, or other mass unsolicited mailings.
6. Not view, use, or copy passwords to which they are not authorized.

C. Network and Internet Use

Students shall:

1. Use Internet search engines and/or other Internet tools only under the direction supervision of teachers.
2. Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher and/or librarian.
3. Not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
4. Not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors. All forms of cyber- bullying are strictly prohibited.
5. Not attempt to gain unauthorized access, including so-called “hacking” or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
6. Not use, download and/or install any file sharing program or anonymous proxy programs or websites that bypass the district filtering systems.
7. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct.
8. Not make any purchase on the Internet while using school equipment or Internet service.

Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall

immediately disconnect from the site and inform the teacher. The board does not condone any illegal or inappropriate activities and will not be responsible for such use by students. The board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason.

Any violation of this policy may result in the loss of access to the Internet through the EBRPSS network. Additional disciplinary action for students will be determined in accordance with existing rules and procedures, both administrative and as stipulated in East Baton Rouge Parish policy, and including applicable law enforcement agencies when necessary.

III. EMPLOYEE POLICIES & GUIDELINES

Use of network resources and the Internet is for educational and research purposes or to conduct legitimate business of the school board. All employees desiring to use school district computers, including the Internet and email systems, must sign the EBR Internet and Network Usage Policy and agree to abide by all district regulations. The board does not condone any illegal or inappropriate activities and will not be responsible for such use by staff. The board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason. Failure to adhere to these regulations may result in the loss of computer privileges, access to the Internet and electronic mail account and may result in further disciplinary action up to and including termination. Furthermore, any activity that may be in violation of local, state, or federal laws will be reported to the appropriate law enforcement agency.

A. Email and Telecommunications

Employees must use assigned email accounts in support of educational purposes and conducting district business. All employees desiring to use telecommunications tools signify by their acceptance of an email account and their signature on the EBR Internet and Network Usage Policy their willingness to adhere to school board policy. This policy also applies to the use of private e-mail accounts when access is attained using school board equipment or networks and to access attained through any authorized personal digital device while on school board property.

Communication over EBR networks is not private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. The school system reserves the right to access stored records in cases where there is reasonable cause to suspect wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines and acceptable use policies.

In general, employees are expected to communicate in a professional manner consistent with state laws and local policies governing the behavior of school employees and with federal laws governing copyright. Electronic mail and telecommunications are not to be utilized for unauthorized disclosure, use and dissemination of personal identification or confidential information regarding any student or employee.

Employees shall:

-
1. Not communicate any indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, cyber-bullying, or terrorizing e-mail or other messages or materials on school or district networks or the Internet.
 2. Not send spam, chain letters, or other mass unsolicited mailings.
 3. Not view, use, or copy passwords to which they are not authorized.
 4. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct or rules.
 5. Not disclose, use, or disseminate personal information regarding minors
 6. Not use the email system for commercial, political, personal activities, or religious purposes.

B. Network and Internet Use

All employees are responsible for knowing and adhering to school system policies regarding networks and the Internet. Employee policies and regulations apply to all EBRPSS employees, including classified and unclassified staff and board members.

Employees shall:

1. Login and use their network account only for their own use.
2. Logoff and close applications when leaving the computer unattended to prevent unauthorized access to sensitive, protected, or prohibited information.
3. Not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
4. Not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors. All forms of cyber bullying are strictly prohibited.
5. Not attempt to gain unauthorized access, including so-called "hacking" or engage in any other unlawful conduct online, including willfully introducing a computer virus, worm, or other harmful program to the network.
6. Not download non-work related files or access or download files from sites delivering or streaming audio or video except for educational use in direct instruction of students, for professional development, or to conduct district business. Any use of streaming audio or video in schools must comply with district procedures.
7. Not use, download and/or install any file sharing programs or anonymous proxy programs or websites that bypass the district filtering systems.
8. Not use the network, email system, or district web sites for personal financial gain, political advertising, or issue advocacy.
9. Not use the network, email system, or district web sites for fundraising purposes without prior

written administrative approval.

10. Not link to personal home pages, use the district sites for personal web pages, or use the district site for links to sites of personal interest.
11. Not make any personal purchase on the Internet while using EBRPSS equipment or Internet service.

C. Teachers Responsibility for Student Use of Networks and the Internet

Teachers shall:

1. Not allow students to use their teacher network account.
2. Require students to login to the network with their student account.
3. Ensure that the use of Internet resources is consistent with curriculum objectives of the school system.
4. Preview and evaluate learning resources including Internet sites prior to recommending them for student use.
5. Direct and supervise student access to Internet resources identified through tools such as age-appropriate search engines, directories, resource lists, and news groups, and provide appropriate guidance and instruction to students in the use of those sites that have not been evaluated by the teacher.
6. Limit electronic distribution of assignments, classroom materials, grades, parental advisories, and any other information to systems the district provides for that purpose, in accordance with the EBRPSS Web Publishing Policy and Guide.
7. Submit a distance learning approval form to the appropriate site and district administrators prior to participating in online educational projects or courses requiring student email access.
8. Secure a parent or guardian signature on a district Media Release form and keep on file at the school, prior to publishing student pictures or work on the Internet, to protect student privacy.

IV. ACCEPTABLE USE of INFORMATION TECHNOLOGY RESOURCES for District Enterprise Business Applications

The purpose of this policy is not to impose restrictions that are contrary to the EBRPSS's established culture of openness, trust and integrity; but to outline acceptable and ethical use of information technology resources. Enforcing this policy is an integral part of the district's commitment to protecting its employees, affiliates and itself from illegal, unethical or damaging actions by individuals, either knowingly or unknowingly. It is important that every enterprise business-system computer user know the guidelines of this policy, and to conduct their work accordingly.

A. General Guidelines Regarding Enterprise Business Application Systems:

1. Prior to gaining access to EBRPSS information technology resources; all employees, temporary

staff, interns, contractors and affiliates must acknowledge receipt and acceptance of the EBRPSS Internet and Network Use Policy.

2. All data created on the EBRPSS's computer system remains the property of the EBRPSS. Users are responsible for exercising good judgment when using EBRPSS information technology resources.
3. Users should be aware that EBRPSS network, network traffic and devices may be monitored and audited for security and network maintenance purposes at any time by authorized individuals without prior notice.
4. All confidential and sensitive data must be encrypted and transported exclusively upon EBRPSS-owned devices.
5. EBRPSS employees should protect the technical resources under their control, such as passwords, computers and data.
6. EBRPSS employees are prohibited from sending official EBRPSS messages from a personal, non-EBRPSS email address.
7. EBRPSS employees will not configure personal e-mail to be delivered to an EBRPSS computer.

B. The following actions are prohibited on EBRPSS data networks:

1. Engaging in any illegal activity under local, state, federal or international law or in violation of EBRPSS policies
2. Sharing network user-accounts and passwords with others even on temporary basis
3. Storing EBRPSS sensitive/confidential data on personal computers or devices
4. Gaining unauthorized access or modifications to any district, department, or school network or information technology resource for any reason
5. Installing unauthorized or unlicensed hardware or software on any EBRPSS information technology device
6. Attaching personally owned devices to the EBRPSS network without an approved exclusion
7. Violating copyright laws including downloading music and non-work related video files
8. Installing personally owned digital music or movies on a district-owned computer
9. Setting up file sharing in which protected intellectual property is illegally shared such as music or videos
10. Using EBRPSS information technology resources for personal financial gain
11. Using an EBRPSS computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace policies or laws
12. Performing any form of harassment or cyber-bullying
13. Creating or forwarding chain letters
14. Port scanning or security scanning is prohibited unless prior notification to the EBRPSS's Chief Technology Officer is made and authorization is granted.
15. Leaving your computer unlocked and unattended
16. Using instant messaging, voice over internet protocol, or video over internet protocol programs unless authorized for business use

C. Password requirements for EBRPSS enterprise business application systems:

Passwords keep information safe and to prevent potential security breaches. Each employee is assigned a password as a method to provide unique access to information technology resources and information. Passwords shall never be shared with others; unless a legitimate business reason exists (e.g. sharing a password with the EBRPSS Help Desk to solve a computer related problem). If an employee suspects their password has been compromised, it should be changed immediately and reported to the EBRPSS technology help desk or to the chief technology officer.

A poorly chosen password may result in the compromise of the EBRPSS network. A strong password:

1. Has both upper and lower case letters. (Required)
2. Has digits or punctuation characters as well as letters. (Required)
3. Is at least eight alphanumeric characters long. (Required)
4. Is easy to remember and hard to guess.
5. Can be typed quickly.
6. Is changed at least once every forty-five days. (Required)

Do not use:

1. The same password for multiple computer or network systems.
2. Personal information (pets, names, phone numbers, etc.) as passwords.
3. Easy to guess or identify passwords such as 1234 or QWERTY.
4. Your password on a computer you suspect may have viruses or malware.

It is important to note that the practice of writing down your passwords is discouraged, but allowed if it is stored in a secure location.

D. Virus/Malware/Spyware Prevention and Protection

1. To protect EBRPSS information technology resources, data standards or requirements for all computers and devices connected to the EBRPSS networks must be in place to ensure effective virus and malware detection and prevention.
2. All EBRPSS computers must have the standard supported EBRPSS antivirus program installed and scheduled to run at regular intervals.
3. The antivirus program and antivirus patterns (definitions) must be kept up-to date.
4. All EBRPSS computers must have antispysware program installed.
5. If you believe your computer is infected with a virus or performing abnormally, turn off your machine and contact the EBRPSS technology help desk immediately.
6. The use of non-standard programs or shareware is allowed only after approval of the EBRPSS Chief Technology Officer.

E. Sensitive/Confidential Data Handling

The purpose of this policy is to establish awareness and provide guidance on the proper handling of confidential and sensitive information, including but not limited to Social Security Numbers (SSN), credit card numbers and Federal ID numbers maintained by the EBRPSS. Forms of communication include but are not limited to oral or written words, screen displays, electronic transmission (such as email and attachments), printed material, USB storage device, etc; whether it is a partial or full display of the number.

1. Do not use SSNs as the primary identifier for any person or entity in any system, unless it is a mandated necessity.
2. Confidential or sensitive data may not be copied without authorization from EBRPSS administrators.
3. Confidential information shall be encrypted before communicated via e-mail or transferring via portable storage devices.
4. Recipients of confidential or sensitive data shall not disclose the contents to any individual unless that person has a valid need and proper authorization from EBRPSS Management.
5. The principle of least privilege must be followed in giving access to data.
6. Access privileges must be reevaluated regularly; access rights should be revoked or changed accordingly to reflect an individual's role, responsibilities and employment status.
7. Any release, exposure or potential exposure of confidential information to an unauthorized third party or unauthorized access to EBRPSS's system must be reported immediately to district management.

V. GENERAL DISTRICT TECHNOLOGY POLICIES

A. Installation and Maintenance of Hardware and Software

Installation and maintenance of hardware and software in EBRPSS schools and offices shall be directed and performed by the appropriate district technology staff. The following guidelines shall be observed:

1. Computers and other network devices shall be installed and maintained only by authorized staff. The board has an obligation to ensure that software on its computers is being used legally according to the software license and to ensure that any software installed does not create problems on that computer or the district network.
2. A multiple license must be in effect for any software installed on a network file server
3. All software installed on district computers must be related to the educational or business purposes of the EBRPSS School System.
4. Migrating to an upgraded computer does not carry with it the right to "migrate" software unless the software is removed from the original machine and/or properly licensed.

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5. Migrating to upgraded servers or network operating systems does not carry with it the right to continue use of older software designed for older operating systems.
 6. District technical staff has the right and obligation to remove unauthorized and harmful software from computers and will report the incident to the appropriate site and district administration.
 7. Any computer that does not meet the requirements for the district network will no longer be maintained or repaired by the district.
 8. Any computer accessing the Internet without network login and authentication must maintain current anti-virus software.
 9. School Technology Facilitators at each school site are designated to enter work orders for hardware or software installation and maintenance and related issues into the district online system for reporting, maintaining and tracking documentation of repairs and service calls.

B. Distance learning

Use of video conferencing in schools must be approved by the appropriate site and district administrators prior to implementation and use. Appropriate uses include online courses (distance education/virtual schools), online collaborations, and/or virtual field trips to enhance the comprehensive curriculum, and other approved educational activities, including professional development. Principals or an authorized designee must submit a Distance Learning Request Form for any course or activity requiring student email access. EBRPSS student and parent(s) or guardian(s) shall sign an EBR Internet and Network Usage Policy prior to an email account and/or access credentials being issued.

C. Grants

Any employee applying for a grant with a technology component must follow EBR Grant Procedures and utilize the appropriate Grant Technology Planning Form (Office of Coordinator of Grants).

D. Outside agencies and Organizations

Any project in an EBRPSS school or facility that is initiated and funded by non-EBRPSS agencies or organizations must be planned in conjunction with the Department of Technology Services to insure that appropriate standards and procedures are followed.

Disclaimer: Neither EBRPSS nor the Technology Department will assume responsibility for maintaining, installing, operating, or repairing any technology installations initiated by outside agencies without prior written agreement approved by the superintendent, chief technology officer, and/or other authorized designee(s).

The Board expects all employees and students to cooperate in good faith with established policies and rules in order to preserve the integrity of network resources and Internet access for all users.

----- NOTICE OF RECEIPT AND REVIEW-----

I have received and reviewed the Internet and Network Usage Policy of the East Baton Rouge Parish School System.

Employee / Student's Name (PRINT): _____

Employee / Student's Signature: _____

Parent's Signature: _____

School/Department: _____ Date: _____

EAST BATON ROUGE PARISH SCHOOLS

STUDENT TECHNOLOGY USE AGREEMENT

School: _____

(Name of School)

Student Section

Student's Name (Please Print) _____ Grade _____

I have read and/or had the District's *Technology Usage* policy explained to me. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student's Signature _____ Date _____

(Grades 4-12 only)

Parent or Guardian Section

Please check the appropriate box(es):

_____ My child may have an individual cloud access account.

_____ My child may not have an individual cloud access account.

My signature below indicates that I have read and agree to the following terms. I have read the District's *Technology Usage* policy.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District computer system.

I also recognize it is impossible East Baton Rouge Parish Schools to restrict access to all controversial materials and I will not hold EBRPSS responsible for materials acquired on the network.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District's *Technology Usage* policy. I will emphasize to my child the importance of following the rules for personal safety.

Parent/Guardian's Name (Please Print) _____

Parent/Guardian's Signature _____ Date _____