

Tara High School
S.T.A.R. Academy

2017-2018

CHROMEBOOK HANDBOOK



**9002 Whitehall Ave.
Baton Rouge, La. 70806
K. Triche, Principal**

Tara High School

VISION

All students of Tara High School will graduate in four years with a sense of accomplishment derived from being educated by dedicated and effective professionals that foster personal growth and citizenship skills to impact college, career, and future endeavors.

MISSION

All students, faculty, and staff will be equipped to build capacity for and empowered to achieve the futures they desire for themselves

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.



1:1 Purpose

The implementation of 1:1 classrooms is purposed for each student being able to access educational content targeted to their needs through their own laptop. Although course curriculums will continue to exist in its present form, individualized instruction can be pushed to each student's computer through the school's network. Which means differentiation of instruction in the regular classroom setting, Tier II and Tier III Response-to-Intervention programming, credit recovery programs, and even special education programming can be delivered to students based on their individual needs through their mobile computing device.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office located in the library. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack is acceptable provided the backpack is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. Protective padded cases or shells **will not** be provided by the school; however, one can be purchased and placed on the Chromebook.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes.

Pick-up	Drop-off
6:55-7:10	2:20-2:25

Students who arrive to school late, must check-out their Chromebook at the beginning of the next class period. Students who check-out early, must give their devices to the attendance clerk prior to check-out.

Training:

Students will be trained on how to use the Chromebook by a STAR Academy teacher. Training documents will be available online for students to refer to when needed.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. Spot checks for compliance will be done by administration or EBR Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the East Baton Rouge Parish/Tara High School acceptable use policy.

Software on Chromebooks:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

PRIVACY

Students will be issued a username and password that allows them access to a personal file 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 if their child has been flagged 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. 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.
4. Student may face legal actions based on the severity of the actions taken.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by Eureka Public School.

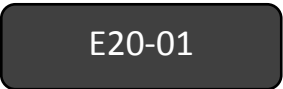
Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school. (Three digit Classroom Number – Slot number) Each label will be attached to a student's name for the school year.

Ex.



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Chromebooks can be identified in the following ways:

- Record of serial number and EPS asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook at P.E.:

When students enter the gym for P.E., students should report directly to their designated teacher cart to store their Chromebooks. The carts will be locked by the P.E. teacher for the entire class period. Students will pick-up their Chromebooks at the end of class.

Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Chromebook Technical Support:

The Tech Office located in the Library will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Chromebook 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

The logo features several stylized stars and starburst patterns in black and white. To the right of these graphics, the text "Tara High School" is written in a blue, outlined font, with "S.T.A.R. Academy" below it in the same style. At the bottom, the words "Chromebook Check-out" are written in a large, black, distressed, and textured font.

Tara High School S.T.A.R. Academy Chromebook Check-out

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians: (initial all below)

- ___ I have read and discussed the Chromebook Policy Handbook and the Responsible Use of the Internet document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.
- ___ I have paid \$35 Registration Fee at registration which includes the Technology Chromebook fee.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Email _____

Parent/Guardian Phone Number _____

Student: (initial below)

- ___ I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Name _____

Student Signature _____ Date _____