



UNION COUNTY SCHOOL DISTRICT

Building a More Perfect UNION

Union County School District 1:1 Chromebook/iPad Program Procedures and Information

UCSD MISSION

The mission of the 1:1 program in the Union County School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities based on integrative professional development for teachers so that this program enhances classroom environments implementing high- quality instruction, assessment, and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff, and community members will all play a key role in the development of effective and high quality educational experiences.

DEVICE PURPOSE

The Union County School District is supplying students in grades K-12 with a Chromebook/iPad device. This device is property of the Union County School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook/iPad allows student access to Canvas, Google Apps for Education, and educational web--based tools as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high end computing.

TABLE OF CONTENTS

1. RECEIVING YOUR CHROMEBOOK/IPAD
 - a. District Owned/Issued Chromebooks/iPads
 - b. Probationary Student Privileges
2. RETURNING YOUR CHROMEBOOK/IPAD
 - a. Graduating Students
3. TAKING CARE OF YOUR CHROMEBOOK/IPAD
 - a. General Precautions
 - b. Carrying Chromebook/iPad
 - c. Screen Care
4. USING YOUR CHROMEBOOK/IPAD AT SCHOOL
 - a. Chromebooks/iPads Left at Home
 - b. Chromebooks/Ipad Under Repair
 - c. Charging your Chromebook/iPad
 - d. Backgrounds and Passwords
 - e. Sound
 - f. Printing
 - g. Account Access Chromebook
5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK/IPAD
6. OPERATING SYSTEM ON YOUR CHROMEBOOK/IPAD
 - a. Updating your Chromebook/iPad
 - b. Virus Protections & Additional Software
 - c. Procedures for Restoring your Chromebook/iPad
7. ACCEPTABLE USE POLICY
8. PROTECTING & STORING YOUR CHROMEBOOK/IPAD
 - a. Chromebook/iPad Identification
 - b. Account Security
 - c. Storing Your Chromebook/iPad
 - d. Chromebooks/iPads Left in Unsupervised Areas
9. REPAIRING/REPLACING YOUR CHROMEBOOK/IPAD
 - a. Chromebook/iPad Repair Costs and Insurance
 - b. Chromebook/iPad Accidental Warranty
 - c. Chromebook/iPad Repair Table
 - d. Chromebook/iPad Replacement Table
10. CHROMEBOOK/IPAD TECHNICAL SUPPORT
11. CHROMEBOOK/IPAD FAQs

1. RECEIVING YOUR CHROMEBOOK/IPAD:

1a: District Owned/Issued Chromebooks/iPads

Chromebooks/iPads will be distributed on orientation night at the beginning of the school year. Parents/Guardians and students MUST sign and return the UCSD Chromebook/iPad Agreement document before the Chromebook/iPad can be issued to the student. This Chromebook/iPad Policy Handbook outlines the procedures and policies for families to protect the Chromebook/iPad investment for the Union County School District. Chromebooks/iPads will be collected at the end of each school year and students will retain their original Chromebook/iPad each year while enrolled at UCSD. Failure to abide by any of the following may result in disciplinary action outlined in the Student Handbook.

There will be a Chromebook/iPad Technology Fee of \$15.00 per year.

1b: Probationary Student Privileges

To protect the assets of the Union County School District, identified students will be required to turn in their Chromebooks/iPads to their Principal or Chromebook/iPad Contact at the end of the school day for a period of time as specified in the Acceptable Use Policy.

Students who will be included as probationary will be the following:

- All newly arriving students to the district (Students who were not enrolled in the Union County School District at the end of the previous semester.)
- Students with chronic absenteeism
- Students who have violated the Acceptable Use Policy during the current or previous Semester.
- Students who have violated the Acceptable Use Policy may be issued a Chromebook instead of an iPad and vice versa.

2. RETURNING YOUR CHROMEBOOK/IPAD:

All district owned Chromebooks/iPads must be returned following the guidelines posted in respective buildings.

- Students transferring within or outside of the district must return district owned Chromebooks/iPads to the Principal or Chromebook/iPad Contact at their respective school.
- Any Chromebook/iPad not returned will be considered as stolen property and law enforcement agencies will be notified.

2a: Graduating students

- Students who graduate must return district Chromebooks/iPads prior to receiving their diploma.
- Any Chromebook/iPad not returned will be considered as stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK/IPAD:

Students are responsible for the general care of the Chromebook/iPad issued by the school. Chromebooks/iPads that are broken or fail to work properly must be taken to the Principal or Chromebook/iPad Contact as soon as possible so the device can be repaired in a timely manner.

Do not take district owned Chromebooks/iPads to an outside computer service for any type of repairs or maintenance.

3a: General Precautions

- No food or drink is allowed next to your Chromebook/iPad while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/iPad.
- Never transport your Chromebook/iPad with the power cord and/or headphones or earbuds plugged in.
- Never store your Chromebook/iPad in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks/iPads while the screen is open.
- Chromebooks/iPads must remain free of any writing, drawing, or stickers UNLESS the Chromebook/iPad is protected with a removable case. An identification label with the a student's name is acceptable on the Chromebooks/iPads.
- Vents CANNOT be covered.
- Chromebooks/iPads must have a Union County School District tag on them at all times and this tag must not be removed or altered in any way. Disciplinary action will result if the tag is removed.
- Chromebooks/iPads should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks/iPads for use each school day.

3b: Carrying Chromebooks/iPads

- Transport Chromebooks/iPads with care.
- Chromebook/iPad lids should always be closed and tightly secured when moving.
- Never move a Chromebook /Ipad by lifting from the screen. Always support a Chromebook/iPad from its bottom with lid closed.
- Chromebook/iPad cases will be provided and must not be removed at any time.

3c: Screen Care

- The Chromebook/iPad screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook/iPad when it is closed.
- Do not store the Chromebook/iPad with the screen in the open position.
- Do not place anything near the Chromebook/iPad that could put pressure on the screen.

- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti--static cloth as needed
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK/IPAD AT SCHOOL:

- Chromebooks/iPads are intended for use at school each day.
- In addition to teacher expectations for Chromebook/iPad use, school messages, announcements, calendars and schedules may be accessed using the Chromebook/iPad.
- Students must be responsible to bring their Chromebook/iPad to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks/iPads should be kept in backpacks when not in use.

4a: Chromebooks/iPads Left at Home

- In cases where parents cannot be reached, the student will be provided with a loaner Chromebook from the loaner cart designated for the Principal or Chromebook/iPad Contact. The Chromebook can be checked out from the loaner cart and must be returned by the end of the day.
- Repeat violations of this policy will result in disciplinary action (see student handbook).

4b: Chromebooks/iPads Under Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook/iPad for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession.
- Any loaner Chromebooks not returned will be considered as stolen property and law enforcement agencies will be notified.

4c: Charging your Chromebook/iPad

- Chromebooks/iPads must be brought to school each day fully charged.
- Students need to charge their Chromebooks/iPads each evening.
- Repeat violations of this policy will result in disciplinary action(see student handbook).

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing

- Digital sharing of documents is encouraged. Printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

4g: Account Access Chromebook

- Students will only be able to login using the students.union.k12.ms.us
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK/IPAD:

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents collaborate in real time with other people and store your documents as well as your other files in the Cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook/iPad, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Students wanting to save any work should use Google Takeout to transfer work to a personal Gmail account upon leaving the district. Students will have 30 (thirty) days to transfer data. After 30 (thirty) days all accounts will be deleted.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook/iPad. Be sure to save all files in Google Drive.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK/IPAD:

6a: Updating your Chromebook/iPad

- When a Chromebook/iPad starts up, it updates itself automatically, so it has the most recent version of the operating system.

6b: Virus Protections & Additional Software

- With defense- in--depth technology, the Chromebook/iPad is built with layers of protection against malware and security attacks.

- All files should be stored in Google Drive, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook/iPad

- If your Chromebook/iPad needs technical support for the operating system, all support will be handled by the technology department

7. ACCEPTABLE USE POLICY:

Acceptable Use Guidelines for Internet, electronic media, and communication apply to all Union County School District devices. These guidelines shall be adhered to by all students, faculty, staff, and administration. Link below:

- IJ - Technology and Instruction/Electronic Information Resources <https://tinyurl.com/ya5k7vrj>
- IJ-E (1) Internet Network Access Agreement/Acceptable Use Policy <https://tinyurl.com/ybx7rlqr>
- IJ-E (2) Internet Parental Consent Agreement/Acceptable Use Policy-Important Notice to Parents <https://tinyurl.com/ycc6gkvm>
- IJA - Internet Etiquette <https://tinyurl.com/yd7ojw9f>
- IJB - CIPA Policy/Acceptable Use <https://tinyurl.com/y7s57yjk>
- IJBA - Personal Electronic Devices - Laptops, Tablets, & Mobile Devices <https://tinyurl.com/y8f4qvs7>
- IJBC - Student Purchase of District Issued Technology <https://tinyurl.com/ydaph3mt>
- IJC - Using Copyrighted Material <https://tinyurl.com/y7rhsvbu>

8. PROTECTING & STORING YOUR CHROMEBOOK/IPAD:

8a: Chromebook/iPad Identification

Student Chromebooks/iPads will be labeled in the manner specified by the school.

Chromebooks/iPads can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks/iPads are the responsibility of the student. This device is for your use during the duration of your time at UCSD. Take good care of it!

8b: Account Security

- Students are required to use their students.union.k12.ms.us domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook/iPad

- Students in grades 3-12 are encouraged to take their Chromebooks/iPads home everyday after school regardless of whether or not they are needed.
- Chromebooks/iPads should not be stored in a student's vehicle at school or at home for security and temperature control measures.

8d: Chromebooks/iPads left in Unsupervised Areas

- Under no circumstances should Chromebooks/iPads be left in an unsupervised area.
- Unsupervised areas include but are not limited to school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook/iPad left in these areas is in danger of being stolen.
- If an unsupervised Chromebook/iPad is found, notify a staff member immediately.
- Unsupervised Chromebooks/iPads will be confiscated by staff. Disciplinary action per the student handbook may be taken for leaving your Chromebook/iPad in an unsupervised location.

9. REPAIRING/REPLACING YOUR CHROMEBOOK/IPAD:

9a: Chromebook/iPad Repair Costs and Insurance

- Cost of repairs that exceed the initial fee of \$15.00 will be assessed to the student. For devices that are lost or stolen the student will be assessed the cost of the Chromebook/iPad less the initial fee of \$15.00.
- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- If the device is stolen, students are responsible for obtaining a police report and turning in a copy to the school office.

9b: Chromebook/iPad Accidental Warranty

If the Accidental Warranty does not cover your Chromebook/iPad, the repair costs will be indicated in the table below. However, if it is determined that the damage was not accidental, the student may be responsible for paying the entire replacement cost of the device at any time. It should be noted that the value of the device depreciates each year. The final cost will be calculated by subtracting the number of years the device has been in service (up to a maximum of 4 years) from the full purchase amount.

9c: Chromebook/iPad Repair Table

| | |
|-------------|-------------------------|
| 1st Offense | \$50.00 |
| 2nd Offense | \$100.00 |
| 3rd Offense | \$150.00 |
| 4th Offense | Full Cost of the Device |

9d: Chromebook/iPad Replacement Table

In the event of a lost charger or damaged/lost case, please refer to the following table.

| | |
|--|---------|
| iPad Charging Adapter <small>20W USB-C Power Adapter Part Number: MHJA3AM/A</small> | \$19.00 |
| iPad Charging Cord <small>USB-C to Lightning Cable (1 m) Part Number: MX0K2AM/A</small> | \$19.00 |
| iPad Replacement Case <small>STM 1890 iPad 7thgen</small> | \$69.00 |
| Chromebook Replacement Screen | \$25.00 |
| Chromebook Replacement Case | \$40.00 |
| Chromebook Replacement Charger | \$15.00 |

10. Chromebook/iPad TECHNICAL SUPPORT

Technical support will be available through the Technology Department Services provided include the following:

- Hardware maintenance and repairs
- Password resets ** We are unable to reset passwords for Apple IDs as we do not have the authority to manage them**.
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks/iPads
- ALL REPAIRS must be completed by UCSD Technology Department
- Students will be responsible for notifying their First Period/Homeroom teachers (3rd-6th) or the Principal or Chromebook/iPad Contact (7th-12th) of repairs that need to be made.

11. Chromebook FAQs:

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full size keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Union County School District's Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (see supported file systems) SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web.

B. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Chromebooks will come with internet filtering software.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.