STONEHAM PUBLIC SCHOOLS

CHROMEBOOK POLICY

Updated: 7/1/2023

Technology Vision

Stoneham Public Schools is dedicated to using technology to enhance the teaching and learning environment of all members of the school community. Our community is an informed user base that effectively uses technology to both consume and create information, to collaborate and communicate in a variety of mediums and methods. Every student is prepared to master the current information landscape, to be productive, ethical workers in the global environment.

Why do we provide a 1:1 environment?

SPS students and educators will benefit from the digital learning tools by enhancing personalization of learning, increasing accessibility and offering blended learning experiences. Digital learning technologies can enable Stoneham students to grasp concepts more quickly and fully, to connect theory and application more adeptly, and to engage in learning more readily. Having an environment that provides Stoneham students with 1:1 digital learning devices can assist teachers with an increase in instructional blended learning techniques and facilitating the widespread sharing of knowledge.

- **Personalization**

Digital learning offers an unprecedented ability to provide educational experiences that are specific to each students' learning needs. Teachers can also track their students' individual progress, identify specific areas of focus for each student with digital data, and present solutions that address their specific needs. Students thrive most in situations where educational experiences have been customized to their unique learning styles; digital learning will provide teachers with the tools and opportunity to offer individualized learning programs.

- **Accessibility**

By incorporating digital devices and connected learning, Stoneham classrooms not only connect to individuals within the class, but are able to collaborate with all classes and schools to share insights, boost learning, experience, and communication skills.

- **Blended Learning**

Blended learning opportunities incorporate both face-to-face and online learning opportunities. The degree to which online learning takes place, and the way it is integrated into the curriculum, can vary across Stoneham schools. The strategy of blending online learning with school-based instruction is often utilized to accommodate students' diverse learning styles and to enable them to work before or after school in ways that are not possible with full-time conventional classroom instruction. Online learning has the potential to improve educational productivity by accelerating

the rate of learning, taking advantage of learning time outside of school hours, reducing the cost of instructional materials, and better utilizing teacher time.

Receiving Your Chromebook
- **Distribution of Chromebooks**

Chromebooks will be issued to students in Grades K - 12. Grades K-2 will use their devices in school only. Students in grades 3-12 will be able to bring the devices home as needed. Parents will be notified of the distribution schedule. It is required for parents to sign-off on the SPS Chromebook Agreement before students are allowed to take their Chromebooks home.

- **Transfer/New Student Distribution**

All transfers, new students or students that miss the distribution in grades 3-12 will go to their school's technology office to receive their Chromebook. Both students and their parents/guardians must sign the Family Student Chromebook Agreement prior to picking up a Chromebook. Grade K-2 teachers will receive additional Chromebooks when a new student is added to the classroom.

Taking Care of Your Chromebook
Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school's support technician as soon as possible so the problem can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when locked in their locker.

- **General Precautions**
  - No food or drink should be near the Chromebooks.
  - Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
  - Chromebooks should not be exposed to extreme temperatures such as leaving it in a car for an extended period of time.
  - Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard.
  - Heavy objects should never be placed on top of Chromebooks.
  - Chromebooks should travel to and from school in a backpack.

- **Carrying Chromebooks**
  - Always transport Chromebooks with care.
  - Never lift Chromebooks by the screen.
  - Never carry Chromebooks with the screen open.

- **Screen Care**
  The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
  - Do not put pressure on the top of a Chromebook when it is closed.
  - Do not store a Chromebook with the screen open.
  - Do not place anything inside the protective case that will press against the cover.
  - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, papers etc).
  - Only clean the screen with a soft, dry microfiber or anti-static cloth.

- **Inventory**
  - The Chromebook is property of the Stoneham Public Schools and provides information that allows us to determine the name of any student who uses the device as well as the specific individual the Chromebook is assigned to.
  - Any loss or damage to the Chromebook needs to be reported immediately to: helpdesk@stonehamschools.org.
  - Families may be responsible for the full replacement cost of a Chromebook.

Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Students may also purchase an additional charging cord to carry with them in their backpack. Extra power supplies can be found at a variety of online retailers as well as local stores.

- **Sound**
  - Headphones may be used at the discretion of the teachers.
  - Students should have their own personal set of headphones for sanitary reasons.

- **Printing**
  - Students will not be able to print from their chromebooks while at school. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
  - Students may configure the Chromebook to print to a home printer if they own one. Settings for configuring a printer on a Chromebook can be found at: [Set up your printer - Chromebook Help](#).

- **Logging into a Chromebook**
  - Students will login to their Chromebooks using their school-issued Google account.
  - Students should never share their account passwords with others, including faculty and staff.
  - Only Stonehamschools.org Gmail accounts can be used to log into the Stoneham issued Chromebook.

- **Managing and Saving Your Digital Work With a Chromebook**
  - All student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. The district will not be responsible for the loss of any student work.

- **If a student does not bring their Chromebook to school**
  - Two weeks after the implementation we will begin a process of loaning Chromebooks on a limited basis. At the school Help Desk, there may be a limited number of loaner Chromebooks available on an as-needed basis. It should be noted, however, that there is no guarantee that a loaner will be available.
  - Students who borrow a Chromebook for the day may not take it home. It should be returned to the technology or main office before the end of the day.
  - An additional loaner chromebook will not be issued until the original loaner chromebook is returned.
  - If a student forgets their Chromebook 3 times/quarter, the privilege of taking the Chromebook home may be denied for the remainder of the school year.

- **Chromebooks being repaired**
  - Loaner or replacement Chromebooks will be issued to students that require a repair to their Chromebook.
  - A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device as if it were their own.

- **Using Your Chromebook Outside of School**
    - Students in grades 3-12 will have the opportunity to take Chromebooks home. Students are encouraged to use their Chromebooks at home and other locations outside of school. A secure WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. A secure WiFi connection will ensure greater student data privacy. Public WiFi access is not to be used. Students are bound by the Stoneham Public Schools Responsible Use Policy, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

- **Updates**
    - The Chromebook operating system, Chrome OS, updates itself automatically if the device is restarted regularly. Students will need to restart the device after an update to the Chromebook.
    - To ensure automatic updates, students should restart the Chromebook at least bi-weekly.

- **Virus Protection**
    - Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
    - There is no need for additional virus protection.

Content Filter

The Stoneham Public School District believes the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood all of our computer networked services are provided exclusively for educational purposes.

The Stoneham Public Schools filters all internet traffic for the purpose of safeguarding staff and students from harmful content. The Stoneham Public Schools also provides supervision and education related to appropriate online behavior, including interacting with other individuals on

social networking websites, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. The District encourages parents/guardians to supervise their child(ren) when using technologies at home.

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all internet activity monitored by the district. Chromebooks are filtered to support the district's acceptable use policy and to prevent, to the best of our ability, students from accessing harmful content.

Software
- **G Suite for Education**
  - Chromebooks seamlessly integrate with the Google Workspace for Education Platform of productivity and collaboration tools. This includes Google Classroom, Docs, Sheets, Slides, Drawings, Forms, Sites and more. All student work will be stored in the individuals' Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.

- **Chrome Web Apps and Extensions**
  - Apps and extensions can be installed on the Chromebook. However, students can only download apps and extensions that have been pre-approved by the school district. Students will be blocked from downloading all other apps and extensions.

Chromebook Identification
- **Records**
  - The district will maintain a log of all Chromebooks that includes the Chromebook serial number, name and ID number of the student assigned to the device.

- **Users**
  - Each student will be assigned a designated Chromebook for a duration of time (3-4 years) during their time in the Stoneham Public Schools. It is our goal to provide the student with the same devices for the issued period..

Chromebook Protection Plan

The Stoneham Public School District offers families of students in grades 1-12 a Chromebook protection plan to insure the district-owned Chromebooks issued to students. The protection plan program protects each student's Chromebook against repair costs associated with damage. The optional protection plan is provided by the district purely as a convenience and is not required, but is highly recommended that parents take advantage of this opportunity. The optional protection plan costs $20 and is payable [online](#), by cash, or check. Please make checks payable to "Stoneham Public Schools".

The deadline to register for the protection plan is October 1st of each school year. If a student enrolls in Stoneham Public Schools during the school year, the family will have 30 days from the enrollment date to purchase the Chromebook protection plan.

If the yearly Chromebook protection plan is purchased, the student is covered for damages to their Chromebook and charger.
Please note: The protection plan does not cover cosmetic damages (unless it interferes with the functionality of the Chromebook), lost / stolen chromebooks, or lost / stolen chargers.
Replacement costs for lost / stolen equipment are as follows:
- Lost / stolen Chromebook: $225
- Lost / stolen Charger: $25

If the chromebook protection plan is not purchased, the repair fees are shown below.
- Replace screen or broken hinge: up to $100 (depending on make/model)
- Replace keyboard/touchpad: up to $100 (depending on make/model)
- Replace charger: $25
- Replace chromebook if it is lost, stolen, or damaged beyond repair: $225

Building based principals will make the final decision in regards to family obligations for repair and/or replacement costs, and will be the point of contact for parents through the process.

Students that are deemed to be habitual offenders of chromebook damage, regardless of protection plan, may have a plan put in place to help lessen and/or prevent future damages.

If a student's enrollment is terminated from Stoneham Public Schools for any reason, this protection agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the Chromebook is issued and payment is made.

This protection plan is reviewed annually.

Repairing/Replacing Your Chromebook

All Chromebooks in need of repair must be brought to the school support technician as soon as possible. The technician will analyze and fix the problems they can and escalate the issues they cannot fix to the District Technology Department.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Stoneham Public Schools Responsible Use Policy and all of its corresponding administrative procedures. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines.

- **Privacy Expectations**
    - School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

- **On Campus Chromebook Use**
    - All devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

- **Off Campus Chromebook Use**
    - When Chromebooks are being used off school grounds devices will continue to be monitored and filtered with our security tools.
    - Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

Returning Your Chromebook

Stoneham Public Schools will collect all Chromebooks in grades k-8 at the end of the school year and will be redistributed at the start of the next school year. Students in grades 9-11 will be allowed to keep their Chromebooks over summer break.

- **End of Year**
  - Turn in process will differ from school to school. Communication from school administration will be sent out a month before school ends.
  - Starting as soon as 10 days before the school year ends, the Chromebook collection process may begin.
  - If the Chromebook/supplied equipment is not turned in at the end of the year, excluding grades 9-11, the student will be charged the replacement fee. If the fee has not been paid the student will not be able to pick up a chromebook the following year. If they are a graduating senior their transcripts may be held.

- **Transferring/Withdrawing Students**
  - Students transferring out of or withdrawing from the district must turn in their Chromebooks, power supplies, and any other equipment issued with the Chromebook to the school on their last day of attendance.
  - Failure to turn in the Chromebook will result in the student being charged the full replacement cost. The fee must be paid before the students' record will be released. There will also be a charge for any missing peripheral equipment such as the power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.