



## BAYPOINT PREPARATORY ACADEMY

### Google Chromebook

### 6th grade-12th grade 1:1 (One to One) Program Overview

2016-2017

#### Overview

At the beginning of the school year, Baypoint Preparatory Academy (“BPA”) will assign a Chromebook to each 6th-12th grade student. Students will be able and encouraged take this Chromebook home and will keep the Chromebook while enrolled at BPA. This initiative is aligned to our Schoolwide Learner Outcomes:

*Every student who graduates from Baypoint Preparatory Academy will be:*

- **Academic Achievers** who:
  - Take personal responsibility in the life-long learning process
  - Demonstrate organizational and time management skills
  - Endeavor to develop their full academic potential according to their individual ability
- **Effective Communicators** who:
  - Exhibit proficiency in communication through listening, speaking, reading, writing and the arts
  - Comprehend and interpret messages respectfully
  - Research, document and convey information reflectively, critically and clearly
- **Critical Thinkers** who:
  - Demonstrate logical and effective decision making skills
  - Analyze, evaluate and synthesize information
  - Apply problem-solving strategies to real life situations
  - Formulate personal values
- **Technology Users** who:
  - Develop necessary skills to function in a constantly changing technological society
  - Utilize technology as a tool for learning
- **Career-focused students** who:
  - Achieve their post-secondary goals.

All students will have equal access to the instructional technology offered through and by BPA. The purpose of the 1:1 (One to One) Chromebook Program at BPA is to enhance instruction and student learning by

- Providing greater access to information
- Facilitating collaboration among students and faculty
- Creating an environment that encourages the responsible and effective use of technology

## **Chromebook**

The Chromebook is a personal computer designed to work with Google Apps for Education (“GAFE”) web-based applications. BPA chose the Chromebook as the best fit for the needs of its students through a diligent assessment of ease of operation, productivity, safety, security, and cost-effectiveness. BPA will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or the internet on the device, in keeping with the BPA Acceptable Use Policy (“AUP”). Students will retain their issued Chromebook for the duration of their enrollment at BPA, subject to new device adoption. Chromebooks are subject to periodic checks to determine device condition.

## **Google Accounts and Google Apps for Education**

All students will receive a BPA-managed Google account; this account is necessary to login to any BPA-owned Chromebook. Only currently enrolled BPA students will have access to a BPA Google account, and BPA Chromebooks are only accessible with a BPA Google account.

Students are provided unlimited file storage through Google Drive. All files stored on Google Drive are managed by BPA and are subject to review, confiscation, and destruction by BPA administration. Students should refrain from storing inappropriate or personal material (such as photos) on their Google Drive. When students leave BPA (through graduation or transfer), all files can be transferred to a student’s personal Google account. Students are also provided with a Google email account (Gmail). This account is fully managed by BPA and emails are archived using Google Vault. Students also have access to a variety of Google Apps made available through GAFE. Students do not have the ability to install on their BPA Chromebooks Google Apps that are not approved by BPA. Google Apps should only be used for academic purposes; failure to use Apps or other resources responsibly or for their intended purpose may result in disciplinary action. See the BPA discipline policy for more information.

## **Distribution of Chromebooks**

Distribution of the Chromebooks will take place during registration. A student will be issued a Chromebook only if the student and a parent or guardian has signed the Acknowledgement of the BPA 1:1 Program Overview and Acceptable Use Policy. All students will receive the device, a power cable and headphones. It is highly recommended that families purchase a protective case. If a protective case is purchased, only solid colors with no designs are permitted on campus. Although headphones will be provided, students are encouraged to purchase earbuds or headphones. Personal headphones or earbuds can be used at school, however, only solid colors with no designs are permitted on campus.

## **BPA Responsibilities for the use of the Chromebook**

BPA will comply with the Children’s Internet Protection Act (“CIPA”) to prevent the inappropriate use of the Chromebook and/or the internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at BPA’s expense. BPA will have devices available that can be checked out to students whose devices are being repaired or replaced, on a temporary basis.

## **Parent and Student Responsibilities**

All parents and students are required fully read, understand and sign the BPA 1:1 program overview and the BPA Acceptable Use Policy.

As with any BPA-owned property (for example, textbooks), parents and students will be responsible for returning the Chromebook to BPA in good working condition. The student and his or her parent or guardian will be responsible for replacing a lost Chromebook or making repairs that were the result of inappropriate use or neglect of the device. Insurance for the device will be offered at a reasonable price.

## **Internet Access**

As the Chromebook is an internet-based device, students will need internet access in order to use the web-based applications. BPA provides internet access at the school site. Students will have the ability to use the Chromebook to connect to the internet while off campus. Students should not connect to unknown wireless networks or Hotspots.

At school or elsewhere, students are expected to observe all BPA technology policies as well as federal, state and local laws. Student accounts are configured to provide internet filtering and website monitoring for inappropriate content using CIPA compliant software and hardware on campus and off campus. Students are responsible for following the policies expressed in this 1:1 program and the BPA Acceptable Use Policy at all times when using their BPA account.

Students will be able to access all work and files when offline (up to a maximum of 16GB of files). Students are responsible for ensuring that files have synced once reconnected to the internet.

## **Monitoring and Scanning**

As part of our AUP and within the provisions of CIPA, BPA has the right and duty to monitor and control access to the BPA network and connected devices. It is our intent to provide a safe and useful instructional resource for students. All files, messages, internet browsing history, and any other activity on a BPA owned Chromebook and BPA managed account may be monitored for appropriate content, student safety, and adherence to the BPA academic integrity policy.

## **Guidelines for Appropriate Use**

With the opportunity afforded by using technology, comes the expectation to use that technology responsibly. Failure to use the Chromebook responsibly may result in disciplinary action.

## **Students will**

- Use the Chromebook and other technology resources only for academic purposes and in accordance with the BPA academic integrity policy.
- Use appropriate language and graphics, whether posting and publishing from home or from school, when using blogs, podcasts, email or ANY other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.

- Remember that making and sharing illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Fully charge the Chromebook before arriving on campus each day.
- Make sure that their account has synced before leaving campus each day.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following “General Care” guidelines provided in this guidebook.
- Report the loss or damage of the device immediately to BPA’s administrative staff.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.
- Digitally publish work. Students may submit published work to teacher to print at teacher’s discretion. Printers are not available to students on campus.

### **Students will NOT**

- Remove, damage, or deface any identifying stickers or labels placed in or on the device by BPA.
- Allow other people to use their assigned device.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or while logged in to any BPA managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by BPA.
- Attempt to override, bypass or otherwise change the internet filtering software, Google Management, or other network configurations.
- Reset or “wipe” their device without explicit, advance permission from BPA administration.

### **Damaged Chromebooks**

Students with damaged or malfunctioning Chromebooks may take them to the BPA Help Desk and borrow a device while theirs is being repaired or replaced. Each student will be issued a receipt for the borrowed device that he or she is to keep at all times until the loaner is returned.

### **General Care of the Chromebook**

- Do not place food or drink near the device.
- Insert and remove cords, cables and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, substances, etc.
- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (for example, a backpack that does not have a laptop protective compartment).
- Do not store the device in student lockers overnight.

- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning solvents or other liquids on the screen.
- Always keep the Chromebook in a protective case. Although the case is reinforced to help protect the Chromebook, it is not guaranteed to prevent damage. It remains the student's responsibility to care for and protect the device.

## Chromebook Discipline Policy

The purpose of this Chromebook Discipline Policy is to create a learning environment that encourages the safe and effective use of technology. The specific items included in this table are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. The following table is designed to support, not limit, our authority. The table includes possible outcomes for the first infraction of the specific item; subsequent infractions may lead to escalation of discipline.

Category	Infraction	Solution	Possible Outcomes
<b>Preparation</b>	Lack of preparation such as not bringing Chromebook to class, not charging battery, etc	Check out daily loaner	Detention
<b>Care</b>	Intentional damage or loss	Check out daily loaner + student responsible for repair or replacement cost	Referral to Director of Operations
	Preventable damage - not covering Chromebook, food or drink spilled, etc	Check out daily loaner + student responsible for repair or replacement cost if insurance not purchased	Referral to Director of Operations
	Accidental damage	Check out daily loaner + student responsible for repair or replacement cost if insurance not purchased	
<b>Network</b>	Network Infractions including, but not limited to: accessing or attempting to access inappropriate material, bypassing BPA network, cyber bullying, inappropriate behavior, or other violations of the Acceptable Use Policy	Account restrictions, such as limiting online access to on campus and/or during certain hours	Referral to Director of Operations
<b>Account</b>	Accessing or attempting to access another student's account	Account restrictions	Detention
	Sharing passwords/accounts	Account restrictions	Detention
	Forgotten password	Password Reset	Warning
<b>Academic Integrity</b>	Cheating, sharing documents without teacher permission, plagiarism, or any other violation of the BPA Academic Integrity Policy	See BPA Academic Integrity Policy	

## Acknowledgement of BPA 1:1 Program Overview and Acceptable Use Policy

I acknowledge that I have reviewed the BPA 1:1 Program Overview and the Acceptable Use Policy which details the 1:1 initiative's goals, implementation policies and the use of the Chromebook device and BPA network. I further understand that Baypoint Preparatory Academy will NOT issue a device to a student until his or her parent or guardian has signed this agreement.

### I understand that my student is expected to

- Bring the Chromebook charged every day.
- Take reasonable steps to ensure that the Chromebook is not damaged or stolen.
- Use the Chromebook and internet in a responsible manner - on campus and off campus.
- Access his/her account only and in a responsible manner.
- Use the Chromebook, internet, and accounts in a manner consistent with the BPA Academic Integrity Policy.
- Understand and act within the BPA AUP

### I understand that I am expected to

- Ensure my child meets the expectations of the BPA 1:1 Initiative as outlined in the 1:1 Program Overview.
- Supervise and monitor my child's use of the Chromebook away from school.
- Be responsible for the cost of repairing or replacing the Chromebook should the device be damaged, lost or stolen or if the student leaves BPA without returning the Chromebook.
- Understand and act within the BPA AUP

Student Name (print): \_\_\_\_\_ DOB/ID \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_