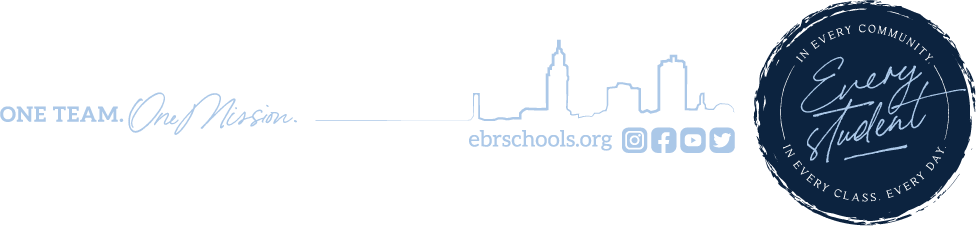
|  |
| --- |
| East Baton Rouge Parish School System  **DEPARTMENTS OF**  **Educational Technology**  **Information Technology** |
| ***East Baton Rouge Parish School System***  **1:1 Chromebook**  **Technology Manual and**  **Administrative Guidelines** |

**2021 - 2022**

**SCHOOL NAME**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**East Baton Rouge Parish School System**

***Strategic Plan for Educational Technology***

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

***Chromebook Technology Handbook 1:1***

***And Administrative Guidelines***

|  |  |
| --- | --- |
| **TABLE OF CONTENTS** |  |

**VISION AND MISSION OF INSTRUCTIONAL TECHNOLOGY [3](#_gjdgxs)**

**PROGRAM POLICY 1: 1 [5](#_30j0zll)**

**RECEIVE AND RETURN DEVICE [6](#_1fob9te)**

[**USE, CARE AND MAINTENANCE OF THE DEVICE**](#_3znysh7)  **[7](#_3znysh7)**

**SAFETY AND SECURITY [9](#_2et92p0)**

**REQUEST AN APP [9](#_tyjcwt)**

**OPERATING SYSTEM ON YOUR CHROMEBOOK [10](#_3dy6vkm)**

**REPORT MINOR AND MAJOR CONCERNS [10](#_1t3h5sf)**

**CHROMEBOOK REPAIR COST MATRIX 11**

# VISION AND MISSION OF INSTRUCTIONAL TECHNOLOGY

**GLOBAL OBJECTIVE:**

East Baton Rouge Parish School System will equip, educate and empower every educator and student to actively participate 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 each classroom to positively impact our students' outcomes. We believe that students will move from being recipients of information to creative cultivators and owners of knowledge.

**Mission**

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

Our purpose is to establish and maintain an integrated learning environment with technology that ensures the existence of adequate support, training, development and implementation systems to provide educators, students and other key personnel with the tools, resources and information necessary for the effective integration of technology into the learning environment on a daily basis.

|  |
| --- |
| **SCHOOL CONTACTS** |

***PRINCIPAL***

**PRIMARY EMAIL ADDRESS**

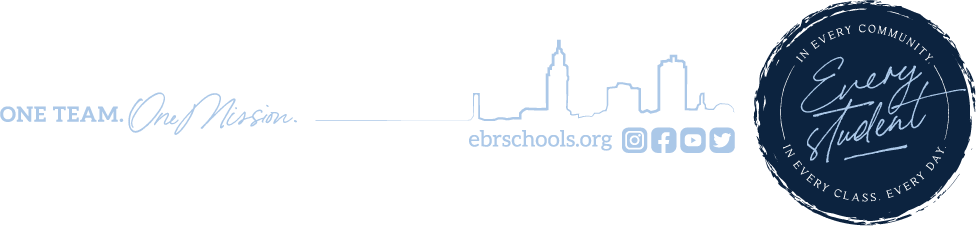
***SCHOOL TECHNOLOGY FACILITATOR***

**EMAIL ADDRESS**

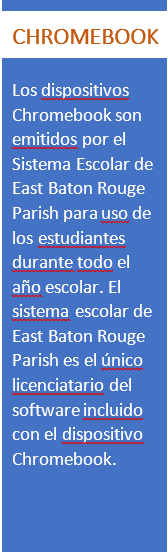
***SCHOOL LIBRARIAN***

**EMAIL ADDRESS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DISTRICT CONTACTS** | | | | |
| **Number** | **Position** | **E-mail address** | **Purpose** |
| **Sharmayne Rutledge** | **Assistant Curriculum Superintendent** | srutledge@ebrschools.org | **Oversees the Office of Teaching and Learning** |
| **Amy Jones** | **Chief Technology Officer** | [ajones@ebrschools.org](mailto:ajones@ebrschools.org) | **Oversees the deployment of all devices, hardware, and software.** |
| **Sahara Haney** | **Instructional Technology Coordinator** | sglasper1@ebrschools.org | **Establishes the mission/vision of educational technology, expectations,**  **Support for 1:1 implementation, professional development, and support.** |



|  |
| --- |
| PROGRAM POLICY 1: 1 |

**TITLE AND OWNERSHIP**

Chromebook and tablet devices are purchased and owned by the East Baton Rouge Parish School System, which will deliver them for student use throughout the school year. These devices are delivered in the same way as a school textbook or other durable supplies and equipment. The student or parents do not own the device at any time and the East Baton Rouge Parish School System reserves the right to collect and red is try the devices as needed.

**LICENSE AGREEMENT**

The East Baton Rouge Parish school system is the sole licensee of the software included with the Chromebook and tablet. Any copying, modification, merging or distribution of the software by the student, including critical documents, is prohibited. The student is responsible for complying with any and all hardware, software and service provider license agreements, applicable state and federal terms of use and copyrights and other intellectual property protections. Violation of any such licenses, terms and laws will constitute a violation of this policy and may result in additional consequences as described in the Student Rights and Responsibilities Handbook.

**POLICY DE USE OF INTERNET AND NETWORK**

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

**STUDENT TECHNOLOGY USE AGREEMENT AND POLICY FORM**

The East Baton Rouge Parish School System adopted the Student Technology Use Policy to serve as a guide to students' expectations regarding the use of technology provided by the school system.

Before a student can use any technology in a school, the parent/guardian and student should review the Internet and Network Use Policy in Appendix **I** of this manual and return the Student Technology Use Agreement form in **Appendix II** of this manual to the school.

|  |
| --- |
| RECEIVE AND RETURN THE DEVICE |

**PAYMENT 1: 1 CHROME BOOK / TABLET**

During the first few weeks of each year's school start, each student will be assigned a Chromebook or tablet device to use during the school year. As with textbooks, the devices will be removed through the Destiny system at school. Students will use the devices and return them before transferring to a new school or at the end of the year. School leaders will periodically check that the device is not damaged. All students must return their device at the end of the school year. Chromebooks and tablets are the responsibility of the student for educational use. Therefore, any cases of misuse, loss, theft or negligence will be reviewed individually to define the amount of financial responsibility (if any) and restitution that the parent or guardian may have to pay. This manual describes the procedures and policies that should be used to protect investments in Chromebooks and tablets for the East Baton Rouge Parish school system. In the event of such negligence, the director or the person designated by the director shall contact the parent or guardian.

**DISTRICT OWNED/ISSUED**

A Chromebook/tablet will be assigned to each student through Destiny's resource management system. To support this initiative, each school should conduct parent/teacher briefings to share additional procedures, classroom use, and revision of the Technology Manual and Administrative Guidelines. Parents and students are encouraged to read this Handbook 1 through 1 and Administrative Guidelines and the East Baton Rouge Parish Internet and Network Use Policy and Student Technology Use Agreement.

**CHROMEBOOK REGISTRY / TABLET**

Each school will provide training and support to students in the process of purchasing the device. Students are expected to follow the guidelines set by the school. At the end of each year, the Chromebook/tablet will be re-registered with the Destiny system. If a student transfers to another school for any reason during the school year, the device must be registered at that time. Students who withdraw, are expelled or cancel their registration for any reason must register the device upon withdrawal. Any Chromebook/tablet that is not returned will be considered stolen property and law enforcement agencies will be notified. Chromebooks and tablets are considered the property of the East Baton Rouge Parish School System and should be treated as such. Chromebooks and tablets will be periodically screened for damage and fees may be issued if damage beyond normal wear and tear is found.

**CHROMEBOOK/TABLET** STORAGE

To protect Chromebooks and tablets, carrying cases should be used. Each student's carrying case will be labeled in the manner specified by the school. The identifiable label should never be removed from the carrying case. Students should never remove the carrying case from their Chromebook/tablet.

**5TH AND 8TH GRADE STUDENTS END-OF-YEAR REGISTRATION**

Fifth and eighth graders MUST return their Chromebooks to the elementary or high school where they attended fifth and eighth grade. (Example: A fifth-grade student who drops out of ABC Elementary to go to ABC High School must return any borrowed devices at the end of the school year or at the end of the summer enrichment program to keep the school's entire inventory accurate and up-to-date.

|  |
| --- |
| USE, CARE AND MAINTENANCE OF THE DEVICE |

The student is responsible for the safety and security of the device and any activities associated with the device. It is the student's responsibility to know where their provided device is at all times. Any device left behind or unattended shall be taken to the administrative office. Students who misplace devices will need to pick up the device and talk to a staff member about the importance of their device's responsibility.

**User expectations for the handling and care of the device**

● The user must keep the device in the protective case provided by the district at all times, **WITHOUT EXCEPTIONS.**

● The device and cases must remain free of any writing, drawings, decals or labels that have not been applied by the East Baton Rouge Parish School System or the individual school.

● Use the device on a flat and stable surface.

● Do not place books or exert pressure on the device.

● Do not save the device with the screen in open position.

● Do not place items between the keyboard and the screen.

● Do not place the device near magnets or any object with high electric current.

● Do not place food or beverages near the device.

● Do not lift the device by the lid (screen).

● Do not try to clean the device.

● Avoid touching the screen with pens or pencils.

● Do not leave the device exposed to direct sunlight.

● Do not carry the device (lift, carry, etc.) while it is open. It must be closed when moving.

● When moving between classes, the device should be closed and placed in a backpack or carried close to the body.

● Do not leave the device unattended in a keyless or unsafe place (i.e. gym, bathroom, cafeteria, library, bus, etc.)

**THE 1:1 DEVICE BRINGS HOME CARE AND RESPONSIBILITIES**

It is the student's responsibility to ensure that their district-issued device is charged and returned to the school each day of instruction. It is the responsibility of the teacher (or the responsibility of the substitute/staff assigned) to maintain an inventory of all devices and chargers that are shipped home with the students before. Any reported or identified damage to any device should be documented. Any repairs or replacement costs will be the responsibility of the student/student's parents. Notification of required repairs and cos twill be sent home to the parents of the responsible student. (See the Repair Cost Matrix on page 12)

**INAPPROPRIATE USE OF DEVICES**

It is the responsibility of each student to use the device provided to them in an acceptable manner. Students should never hold the device on 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's Internet and Networking Use Policy and must meet each teacher's expectations regarding the use of their device in a classroom environment. At no time may students download material that violates the terms described in the East Baton Rouge Parish School System's Internet and Network Use Policy, the Student Technology Use Agreement, or the Student Rights and Responsibilities Handbook. Continuous and unannounced monitoring of the device will be carried out and all inappropriate searches will be informed to the appropriate personnel.

**IN SCHOOL PRINTING**

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

**FILE MANAGEMENT**

Students will be provided with space in the cloud to store files. It is recommended that all files be stored in this space so that, in the event of a device failure, the student's work and materials are safe. Students can also back up work to a personal jump unit.

**PASSWORDS AND IMAGES OF FONDO**

It is the responsibility of each student to protect their password. Passwords should never be shared. Each director and technology facilitator will be trained to reset passwords. Technology directors and facilitators will reset it on demand or submit a password reset ticket. Inappropriate media should never be used as a screensaver or as a background. The presence of handguns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, images, or anything else deemed inappropriate by the East Baton Rouge Parish School System may result in disciplinary action.

**USE AND RESTRICTIONS OF AUDIO ACCESSORIES**

Unless specified to the student by the teacher, the sound is required to be muted at all times. Headphones may be worn at the teacher's discretion, but the East Baton Rouge Parish School System will not provide them to schools. If permitted, students must purchase a pair of headphones/headphones for personal use. Headphones/hearing aids should not be used unless directed by the teacher.

**SCHOOL COMMUNICATIONS, EMAIL, SOCIAL MEDIA**

Elementary school students (PreK-5th) will not have personal emails set up with their login names. Only select high school students and middle schools will receive a school email address from the district that can only be used for educational purposes. Teachers will communicate with students using a secure platform that tracks all communication. High school students with emails, and select middle school sites that have chosen to provide emails to students, will be subject to a code of conduct. Any communication that is considered inappropriate will not be tolerated and subject to internal and possible external investigation. All employees and students must adhere to the terms and agreements set forth in the East Baton Rouge Parish School System's Network and Internet Use Policy. Since the Chromebook is a tool used for learning, the use of unsupervised social networking sites is restricted.

Violations of the above user expectations, the attached East Baton Rouge Parish Internet and Network Use Policy, and the Student Technology or User Agreement may result in disciplinary repercussions as decided by building management, including, but not limited to:

● Restrictions imposed on the use of the device.

● Notification to parents

● Detention or suspension of school and school-related activities

● Loss of device privileges

● Legal action and/or prosecution

● Financial consequences

|  |
| --- |
| SAFETY AND SECURITY |

**PRIVACY**

Students will receive a username and a counterseñthat will allow them to access a personal archive space and personal access to the Internet. It is extremely important that students never give their username or password to any other student. In doing so, he/she will be responsible for any Internet or network actions that may take place as a result of other students impersonate them. Students who attempt to hack into other systems or steal student or staff information may be subject to school disciplinary action and legal action, 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 for improper use of the device or network. Students who use a device inappropriately maybe subject to disciplinary action by the school. These actions will be based on the severity of the action or inappropriate materials.

**DISCIPLINARY MEASURES**

Failure to comply with the Student Technology Use Policy or the policies of the East Baton Rouge Parish School System may result in one or more of the following actions:

1. Restricted use or loss of privileges of Chromebook/tablet devices. Possession of an East Baton Rouge Parish School System Chromebook device may be revoked at any time.

2. The student and parents may be required to make a full financial restitution for any unauthorized expenses incurred or harm caused by inappropriate actions.

3. The student may face disciplinary action by the school based on violations of district and school policies.

4. Restriction of online applications or extensions, online virtual connectivity or immediate removal of virtual access.

5. Thesydative may face legal action based on the severity of the actions taken.

|  |
| --- |
| REQUEST AN APPLICATION |

The EBRPSS will provide support to extend learning through applications. Schools can request additional applications through the help desk system. All applications must be approved through the Department of Technology, the Department of Technology Integration, Curriculum and Instruction, and the assigned Executive Director. Any costs associated with an approved application will be the responsibility of the school.

|  |
| --- |
| OPERATING SYSTEM ON YOUR CHROMEBOOK |

Chromebooks work with a modified version of the Chrome browser. It connects to web-based resources, applications, and extensions that are provided on the Internet. When a Chromebook is initially turned on, it updates automatically, allowing students to operate with the latest version of the Chrome operating system. If the student's Chromebook needs technical assistance for the operating system, the student must request and create a Help Disk Ticket through the Department of Information Technology (IT)website. You can access this website through the main website www.ebrschools.org on the Departments tab.

|  |
| --- |
| REPORT MINOR AND MAJOR CONCERNS |

Each director or his or her designee will report minor site-based violations through the help desk system. Some examples of minor concerns may include:

● Additional tablets or Chromebooks needed

● Repairs

● Requests for the creation of new images

Each director or his or her designee will report the site's main concerns directly to the Executive Director, who will contact the Chief Technology Officer for support. After reporting the major violation to the Executive Director, the director or his or her designee will report the major violation through the Help Desk System. Some examples of important concerns may include:

● Wi-Fi hack

● Multiple stolen or damaged devices

● Significant damage to the device cart

|  |
| --- |
| **REPAIR AND REPLACEMENT OF DEVICES AND ACCESSORIES** |

**DISCLAIMER**

Parents or guardians may be liable for damages or replacements due to negligence, misuse, or loss. All instances will be reviewed individually to determine the amount of financial responsibility and restitution that the parent or tutor must pay.

**DEADLINE FOR REPAIRS**

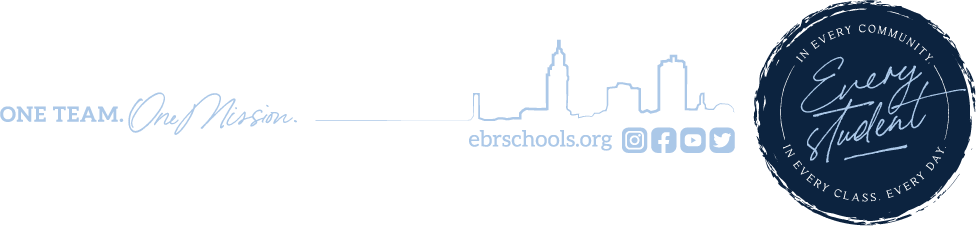
Some repairs for Chromebook/tablet devices can be managed on-site, other repairs need to be sent to the district or to a third-party vendor. Devices that are shipped to a vendor will be processed in the order in which they are received and based on the availability of the parts needed to perform the repair. Some repairs may take longer than (30) days due to the specific claim process under the Chromebook care warranty.

**DEVICES PROVIDED**

Lending devices are available on a case-by-case basis at the discretion of the servicer and based on availability. Loanable devices may not be available to students who have abused or misused their device. Unless otherwise specified in writing, students will not take their devices home. As a school and district, we anticipate the need to lend devices to students who are going to repair their primary devices. While we expect to have loan devices available to students during these repair periods, there may be times when we do not have loan devices available. Under these circumstances, teachers will make every effort to allow students to use classroom computers or give the student an alternative assignment of equal value. Loan devices can be assigned to students for the duration of the device repair. Devices on loan will be assigned on a first-come, first-served basis. Your school librarian can deliver the devices on loan.

**SUMMER ENRICHMENT PROGRAMS**

ALL students will register Chromebooks/tablets at the end of the school year. Students participating in any summer enrichment program that requires district-issued Chromebooks/tablets will be reissued once the program begins with the administrator/teacher of that particular program.



|  |
| --- |
| CHROMEBOOK REPAIR COST MATRIX |

|  |  |
| --- | --- |
| **Part Description / Repair** | **Approximate cost of repair (parts and labor)** |
| Laptop reimage | $0.00 |
| Lost keys | $5.00 |
| Replacement of AC adapter / broken or missing | $35.00 |
| Battery / damaged | $40.00 |
| Touchpad | $40.00 |
| Damaged shell | $85.00 |
| Broken screens | $100.00 |
| Motherboard | $100.00 |
| Chromebook replaced by negligence | $220.00 |
| District Assigned Case (Chromebook or tablet) | $20.00 |
| Normal wear and tear | $0.00 |
| Hotspot de T-Mobile | $90.00 |
| AC adapter for T-Mobile hotspot | $30.00 |
| Spare tablet due to negligence | $200.00 |
| Spare screen for Acer tablet | $170.00 |
| Acer Tablet Stylus Replacement | $12.00 |

**\* Matrix price quotes are based on prices and vendor availability. Replacement timelines are also slower than normal at this time due to market demands. \* Effective June 2021**