



# **1:1 Chromebook Technology Handbook & Administrative Guidelines**



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# East Baton Rouge Parish School System

## Strategic Plan for Technology Integration

*Implementing a district-wide 1:1 initiative puts technology in our learners' hands today, so they succeed as citizens, workers, and leaders in a digital world.*

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# DISTRICT VISION, MISSION, AND PURPOSE 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 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.

## PURPOSE

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.

## DISTRICT TECHNOLOGY CONTACTS

Name	Title	Email
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Jeffery Harrison	Director of Network & Operations	jharrison@ebrschools.org

# 1:1 PROGRAM POLICY

## **TITLE & OWNERSHIP**

Chromebook and tablet devices are purchased and owned by the East Baton Rouge Parish School System, which shall issue them for student use throughout the school year. These devices are issued in the same manner as a school textbook or other durable supplies and equipment. The student or parent does not have ownership of the device at any time and the East Baton Rouge Parish School System reserves the right to collect and redistribute 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 device. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy and may result in additional consequences as outlined in the Student's Rights and Responsibilities Handbook.

## **INTERNET & NETWORK USAGE POLICY**

The Internet and Network Usage Policy (INUP) outlines the guidelines and behaviors that users are expected to follow when using school technologies. The use of any district-provided technology requires staff, students, and parents to abide by the East Baton Rouge Parish School System Internet & Network Usage Policy.

## **STUDENT TECHNOLOGY USE POLICY AND AGREEMENT FORM**

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

Before a student can use any technology at a school, the parent/guardian and the student must review and sign the *Internet and Network Usage Policy* and the *Student Technology Use Agreement form* available in the EBRPSS Student Rights and Responsibilities Handbook.

# RECEIVING & RETURNING THE DEVICE

## 1:1 CHROMEBOOK/TABLET CHECKOUT

During the first few weeks of the start of school each year, each student will be assigned one Chromebook or tablet device to use during the school year. As with textbooks, devices will be checked out through the Destiny system at the school. The students will utilize the devices and return them before transferring to a new school site or at the end of the year. School leaders will periodically check the device for damages. All students should return their devices cleaned and without any debris or labels at the close of the school year. Chromebooks and tablets are the student's responsibility for instructional use. Therefore, any instance of misuse, loss, theft, or negligence will be reviewed on an individual basis to determine the amount of financial responsibility (if any) and restitution that the parent or guardian may be required to pay. This handbook outlines the procedures and policies for use to protect the Chromebook and tablet investments for the East Baton Rouge Parish School System. In the event of such negligence, the parent or guardian will be contacted by the principal or principal's designee.

## DISTRICT OWNED/ISSUED DEVICES

A Chromebook/tablet will be assigned to each student through the Destiny Resource Management system. To support this initiative, each school should hold parent/ teacher informational meetings sharing additional procedures, class use, and review of the Technology Handbook and Administrative Guidelines. Parents and students are encouraged to read this 1:1 Handbook and Administrative Guidelines and the East Baton Rouge Parish Internet & Network Usage Policy and Student Technology Use Agreement.

## CHROMEBOOK/TABLET CHECK-IN

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

## CHROMEBOOK/TABLET STORAGE

To protect Chromebooks and tablets, transport cases should be used. Each student's transport case will be labeled in the manner specified by the school. The identifiable label should never be removed from the transport case. Students should never remove the transport case from their Chromebook/tablet. If the school has not issued transport cases, please make sure the devices are stored safely to prevent damage, mildew, or mold.

## 5<sup>th</sup> AND 8<sup>th</sup> GRADE STUDENTS END OF THE YEAR CHECK-IN

5<sup>th</sup> and 8<sup>th</sup> grade students MUST return their Chromebooks to the elementary or middle where they attended 5<sup>th</sup> and 8<sup>th</sup> grade. (Example: A 5th-grade student leaving Audubon Elementary to go to McKinley Middle Magnet must return any devices checked out to them at the end of the school year or the end of the summer enrichment program to keep all school's inventory accurate and up-to-date.)

## DEVICE USE, CARE, & MAINTENANCE

The student is responsible for the safety and security of the device and any activity associated with the device. It is the responsibility of the student to know where his/her issued device is at all times. Any devices left behind or unattended will be taken to the administrative office. Students who misplace devices will be required to pick up the device and talk to a staff member regarding the importance of accountability of their device.

### USER EXPECTATIONS FOR HANDLING AND CARE OF THE DEVICE

- The user must keep the device in the district-provided protective case at all times, NO EXCEPTIONS.
- Devices and cases must remain free of any writing, drawing, stickers, or labels that are not applied by the East Baton Rouge Parish School System or an individual school.
- Use the device on a flat, stable surface.
- Do not place books or pressure on the device.
- Do not store the device with the screen in the open position.
- Do not place items between the keyboard and the screen.
- Do not place the device near magnets or anything with a high electric current.
- Do not have food or drinks around the device.
- Do not pick up the device by the lid (screen).
- Do not attempt to clean the device.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight.
- Do not transport the device (lift, carry, etc.) while it is open. It must be closed when moving.
- When moving between classes, the device must be closed and placed in a book bag or carried close to the body.
- Do not leave the device unattended in an unlocked or unsecured location (i.e. gym, bathroom, cafeteria, library, bus, etc.)

### 1:1 DEVICE TAKE HOME CARE AND RESPONSIBILITIES

Taking home devices is a site-by-site decision. The Instructional Technology Department strongly recommends that students do not take home devices in grades K-8. However, if you decide to send home devices, it is the student's responsibility to ensure their district-issued device is charged and returned to the school each instructional day. It is the teacher's responsibility (or the responsibility of the substitute/assigned personnel) to keep an inventory of all devices and chargers that are sent home with students. Any damages reported or identified on any device must be documented. Any repairs or replacement costs will be the responsibility of the student/ student's parents. Notification of the repairs required and the cost will be sent home to the parent(s) of the responsible student (Refer to the [Repair Cost Matrix](#)).

### INAPPROPRIATE USE OF DEVICES

It is the responsibility of each student to use their issued device in an acceptable manner. Students must hold and transition with devices in a safe manner such as never holding the device by 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 Internet and Network Usage Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download material that violates the terms outlined in the East Baton Rouge Parish School System *Internet and Network Usage Policy*, *Student Technology Use Agreement*, or *Students Rights and Responsibilities Handbook*. Continuous, unannounced monitoring of appropriate usage of devices will be conducted regularly and all inappropriate searches will be reported to the appropriate personnel.

## **IN SCHOOL PRINTING**

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

## **FILE MANAGEMENT**

Students will be provided cloud space (Google Drive) to store files. It is recommended that all files be stored in this space so that in the event a device fails, the student's work and materials will be safe. Students may also back up work on a personal jump drive.

## **PASSWORDS AND BACKGROUND IMAGES**

It is the responsibility of each student to protect their password. Passwords should never be shared. Each Principal and Technology Facilitator will be trained in resetting passwords. Principals and Technology Facilitators will either reset it upon request or submit a ticket to have the password reset. Inappropriate media should never be used as a screensaver or background. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, pictures or anything else deemed inappropriate by the East Baton Rouge Parish School System may result in disciplinary actions.

## **AUDIO ACCESSORY USAGE & RESTRICTIONS**

Unless specified to the student by the teacher, it is required that sound be muted at all times. Headphones may be used at the discretion of the teacher, but will not be provided to the schools by the East Baton Rouge Parish School System. If allowed, students should purchase a pair of headphones/earbuds for personal use. The headphones/earbuds should not be used unless indicated by the teacher.

## **SCHOOL COMMUNICATIONS, EMAIL, SOCIAL NETWORKING**

Elementary schools (PreK-5<sup>th</sup>) will not have personal emails set up with their login names. Only high school students and select middle schools will be provided a school email address by the district that may only be used for instructional purposes. Teachers will communicate with students using a safe and secure platform that tracks all communication. High school students with emails, and the select middle school sites that have elected to provide students with emails, will be held to a code of conduct. Any communication that is deemed inappropriate will not be tolerated and subjected to internal and possible external investigation. All employees and students must adhere to the terms and agreements established in the East Baton Rouge Parish School System *Internet and Network Usage Policy*. Since the Chromebook is a tool used for learning, unapproved social networking sites are restricted from use.

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

- Restrictions placed on device use
- Notification of parents
- Detention or suspension from school and school-related activities
- Loss of device privileges
- Legal action and/or prosecution
- Financial Consequences



# **SAFETY & SECURITY**

## **PRIVACY**

Students will be issued a username and password that allows them access to a personal file space and personal access to the internet. Students must 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 inappropriately use a device 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/tablet device privileges. Possession of an East Baton Rouge Parish School System Chromebook device may be revoked at any time.
2. Students and parents/guardians may be required to make full financial restitution for any unauthorized expenses incurred or damage caused by inappropriate actions.
3. Students may face school disciplinary actions based on district and school policy violations.
4. Restriction of online apps and or extensions, online virtual connectivity, or immediate removal of virtual access.
5. Students may face legal actions based on the severity of the actions taken.

## **REQUESTING AN APP**

The EBRPSS will provide support with extending the learning through apps. Schools may request additional apps through the Help Desk System. All apps must be approved through the Technology Department, Department of Instructional Technology, Curriculum & Instruction, and assigned Executive Director. Any cost associated with an approved app will be the responsibility of the school.

## **REPORTING MINOR & MAJOR CONCERNS**

Each principal or principal's designee will report site-based minor infractions through the Help Desk System. Examples of minor concerns may include:

- Additional Chromebooks/tablets needed
- Repairs
- Reimaging requests

Each principal or principal's designee will report site-based major concerns directly to the Executive Director who will communicate with the Director of Technology Resources for support. After reporting the major infraction to the Executive Director, the principal or principal's designee will report the major infraction through the Help Desk System. Examples of major concerns may include:

- Wi-Fi outage
- Multiple stolen or damaged devices
- Major damage to the device cart



# **DEVICE & ACCESSORY REPAIR AND REPLACEMENT**

## **DISCLAIMER**

Parents or guardians may be responsible for damages or replacement due to negligence, misuse, or loss. All instances will be reviewed on an individual basis to determine the amount of financial responsibility and restitution that the parent or guardian must pay.

## **TIMELINE FOR REPAIRS**

Some repairs for Chromebook/tablet devices can be managed on-site, other repairs must be sent to the district, or a 3rd party vendor. Devices sent to a vendor will be processed in the order they are received and by the availability of the parts needed to repair. Some repairs may take over (30) days because of the specific claims process under the Chromebook care warranty. Students will receive a loaner device to use until their previous device is repaired. Any damages that occur to the loaner while in the student's possession will become the responsibility of the student to pay for repairs,

## **LOANED DEVICES**

Loaner devices are available on a case-by-case basis under the discretion of the administrator and availability. Loaner devices may not be available for students who have abused or misused their devices. Unless specified otherwise in writing, students will not take their devices home. As a school and district, we anticipate the need to loan devices to students who are having their primary devices repaired. While we hope to have loaner devices available to students during these repair periods, there may be times when we do not have any available loaner devices. Under these circumstances, teachers will make every effort to allow students to use classroom computers or give the students an alternate assignment of equal value. Loaner devices may be assigned to students for the duration of their device repair. Loaner devices will be assigned on a first come, first served basis. Loaner devices may be issued by your school librarian.

## CHROMEBOOK REPAIR COST MATRIX 2023 - 2024

*\*Matrix's price quotes are based on vendor pricing and availability. Replacement timelines are also slower than normal at this time due to market demands.*

Part / Repair Description	Approximate Repair Cost (Parts and Labor)
Laptop reimage	\$0.00
Missing Keys	\$5.00
AC adapter Replacement/ broken or missing	\$35.00
Battery / damaged	\$40.00
Touchpad	\$40.00
Damaged Shell	\$85.00
Broken screens	\$100.00
Motherboard	\$100.00
Replacement Chromebook due to neglect	\$220.00
District Assigned Case (Chromebook or Tablet)	\$20.00
Normal wear and tear	\$0.00
Top Cover	\$60.00
Hinge	\$30.00
Bezel	\$30.00
T-Mobile Hotspot	\$90.00
T-Mobile Hotspot AC Adapter	\$30.00
<b>Tablets</b>	
<b>Please note: Tablets are not eligible for repair. The prices listed below will serve as a fine for Tablet device damage.</b>	
Replacement Tablet due to neglect	\$200.00
Tablet Replacement Screen	\$170.00
Stylus Pen Replacement for Tablet	\$12.00

**\*Matrix's price quotes are based on the vendor pricing and availability. Effective August 2023**

# EAST BATON ROUGE PARISH SCHOOLS STUDENT TECHNOLOGY USE AGREEMENT

School: \_\_\_\_\_  
(Name of School)

## ***Student Section***

Student's Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

I have read and/or had the District's *Technology Usage* policy explained to me. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***Parent or Guardian Section***

*Please check the appropriate box(es):*

\_\_\_\_\_ My child may have an individual cloud access account.

\_\_\_\_\_ My child may not have an individual cloud access account.

My signature below indicates that I have read and agree to the following terms. I have read the District's *Technology Usage* policy.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District computer system.

I also recognize it is impossible East Baton Rouge Parish Schools to restrict access to all controversial materials and I will not hold EBRPSS responsible for materials acquired on the network.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District's *Technology Usage* policy. I will emphasize to my child the importance of following the rules for personal safety.

Parent/Guardian's Name (Please Print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_