

BLOUNT COUNTY SCHOOLS



1:WORLD HANDBOOK

2016-2017

Grades 9-12

Blount County School District Digital Conversion

1:World Handbook for High School

Our Mission

Our mission is to maximize the academic potential of every child in a safe and personalized environment. BCS will graduate students who are college and career ready and prepared to meet the challenges of the 21st Century workplace.

The Blount County School District strives to provide all students with optimum learning opportunities. This goal is pursued by employing and preparing exemplary teachers, leaders and support personnel and providing contemporary technology. All schools focus on setting high standards for academic excellence, personal and social growth, health, and success in a safe, positive, and diverse environment.

The goals of the **1:World** initiative at BCS are:

- to provide opportunities for teachers to engage students
- to build digital/computer literacy
- to individualize instruction
- to create a learning environment that is consistent with advances in technology
- to facilitate resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity via mobile learning

During the 2016-17 School Year, Blount County Schools will begin a **1:World Digital Conversion Initiative**. Each student will have access to a Chromebook. Digital devices are available for students' use at school, and each ninth grade student will be allowed to take the device home for educational purposes, upon payment of a \$30 usage fee. These devices can be used with or without internet access at home with some limitations. Our teachers have been trained in using these devices and are looking forward to the opportunity to integrate technology into their curriculum through digital textbooks, collaboration and Google Apps for Education (GAFE).

Moving forward, the handbook will be adjusted yearly based on the needs determined by the high school help desks, staff and community input. In this way, we are hoping to not only empower our students with digital tools, but also to encourage them to serve as leaders in Blount County Schools' overall strategic plan.

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General Information

Guiding Principles

This handbook is built on the guiding principles that outline how technology supports the District's strategic framework:

- o **The Blount County Schools mission is** to maximize the academic potential of all students in a safe and personalized environment and graduate students who are college and career ready and prepared to meet the challenges of the 21st century workplace.
- o **Goals** are focused on four essential areas:
 - Academic Improvement (preparing student for a post-secondary experience)
 - ***Personalized Learning through the use of digital tools in a 21st century learning experience***
 - Career Readiness as we build a world-class workforce
 - Developing a Culture of Caring about facilities and community

What is a Chromebook?

A [Chromebook](#) is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet, and they support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office that reside on the machine itself. This enables documents created on Google Docs to be accessible from anywhere with internet access. Documents can also be edited without internet connectivity when the Offline Docs feature is enabled.

Students and parents are reminded that the Chromebooks are for school-related use only and may not be used by family members.

Receiving your Chromebook

Chromebooks will be distributed to students in good standing at the beginning of the school year.

Before a Chromebook can be issued to a student, parents must:

1. View a video
2. Sign and return the BCS 1:World Handbook Agreement and pledge forms
3. Pay the usage fee or initial payment.

The student must also view the video and sign an acknowledgement.

There will be a Chromebook usage fee of \$30.00* per year. This fee will be used to help offset the maintenance and repair fees of the Chromebook deployment. The fee would help cover a single damage claim on a device. Subsequent claims/costs will be the responsibility of the parent or guardian as described in the handbook. The deployment of the Chromebooks will take place at school only to those who have submitted their paperwork and viewed the video. The **BCS 1:World Handbook** will be posted on each school's website.

Probationary Student Privileges

To protect the assets of Blount County School District, students who are identified as probationary, according to this handbook, will be required to turn in their Chromebooks to the Library at the end of each day for a period of two weeks, unless otherwise specified. The library will secure the equipment during the evening, and the student will be allowed to check it back out on a daily basis.

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

- All students who are new to BCS (who were not enrolled in BCS at the end of the previous semester)
- Students with poor attendance records (10 absences in 3 or more class periods during the present or previous semester)
- Students who have violated the **BCS 1:World Handbook/Acceptable Use Policy** during the current or previous semester

Chromebook Check In/Return

Chromebooks will be returned prior to the end of the school year, so they can be checked for serviceability and stored for the summer. If a student transfers out of or graduates from BCS during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided by BCS must be returned at that time.

If a student fails to return the Chromebook, Chromebook charger, Chromebook case/sleeve and any other peripheral devices/tools provided, a charge for the replacement cost of the item(s) will be billed and transcripts/records will be held until the account is settled. Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified. Unsettled fees can be turned over to a collection agency where 50% of total cost will be added.

Replacement costs for equipment/damaged items are as follows (subject to change):

Item Replacement Cost (prices may vary)

Chromebook (HP, Other) \$185.00

Charger/Power Cord \$75

Case/sleeve \$25

Using Your Chromebook

Digital Citizenship - Every day - All day.

Parents and students will review a video that outlines student expectations for digital citizenship and responsible use of devices. The importance of digital citizenship will be reviewed and reiterated yearly in curriculum for all grade levels.

BCS Acceptable Use Policy see [Policy: 4.406](#)

Acceptable Use: the use of the internet must be in support of education and research and consistent with educational objectives of the school system. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertising or political lobbying is also prohibited.

Privileges: The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges. The school system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may suspend privileges at any time.

Net Etiquette: Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: *Avoid offensive or inflammatory speech. Be courteous and polite. *Use appropriate language. Profanity or obscenities are not permitted at any time. *Do not use the network in such a way that would disrupt the work of others. *All communications and information accessible via the network should be assumed to be private property. Users may not quote personal communications without author's consent.

Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Exception to Terms and Conditions: These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understanding of the parties.

By signing BCS 1:World Handbook Agreement/HS Parent/Student 1:World Pledge, I understand and will abide by the terms and conditions for Internet use as listed above. I further understand that any violation of the regulations described therein is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are expected to charge their Chromebooks at home each evening. A limited number of charging stations will be available at school. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, disciplinary consequences could result. He/she is responsible for getting coursework completed as if the Chromebook were present. If a student fails to bring the Chromebook to school, he or she may miss that day's classroom digital activities; they may be granted access to other technology in the library or school computer lab(s) during lunch,

before or after school.

Printing

Students can pay for printing from their Chromebooks in the library/media center.

Sound

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes. Personal music with inappropriate or suggestive themes is not allowed on the Chromebook and could result in disciplinary action.

Photo Library/Screensavers/Background Photos

Chromebooks are for school-related, educational purposes only. Only photos that are used for an educational purpose should be saved to the device. Inappropriate media should not be stored on the Chromebook and may not be used as a screensaver or background photo. Presence of inappropriate media of any kind can result in disciplinary action and may also result in a loss of Chromebook privileges. Photos/videos require a large amount of storage space on the device and should be saved only when used for an instructional purpose.

At Home

Students are encouraged to use their Chromebooks for educational purposes at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by the Blount County Schools District Acceptable Use Policy and all rules of this guide, regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

Home Internet Access

Students are permitted to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, or access educational content used in classes with the Chromebook. BCS Chromebooks will utilize BCS's internet web filter both at school and at home, regardless of the internet provider. All traffic is monitored and can be used to determine whether a student attempts to access inappropriate material.

Managing Files and Saving Work

Due to the nature of Google Drive cloud storage, all work is automatically saved to the student's Google Drive storage location when a persistent internet connection is present. Files can also be

used in offline mode to allow continued work on selected projects even without an internet connection. Upon returning to the school's wifi access, or any other wi-fi access location, the students' work will synchronize to their Google Drive location to preserve any newly added changes to the offline work.

Taking Care of the Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by BCS. Chromebooks that are broken or fail to work properly should be immediately turned into the school help desk for repair. Chromebooks can be repaired or replaced (subject to availability).

Students must not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

General Precautions

No food or drink should be placed next to the Chromebook.

Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

Heavy objects should never be placed on top of Chromebooks.

Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.

Chromebooks should never be carried with the screen open or by the screen.

Students should never disassemble Chromebooks and attempt their own repairs.

Cases and Sleeves

Depending on the year of Chromebook deployment, a student may be issued either a case or a sleeve for protecting the Chromebook while not in use.

Students must use the BCS-issued case or sleeve for their Chromebooks. Personally owned backpacks are permitted while the Chromebook is in the sleeve.

Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Students may not decorate the Chromebook or case with stickers, skins, tape, etc.

Charging

Chromebooks must be brought to school each day fully charged.

Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home.

Students will be permitted to charge Chromebooks in the classroom at the teacher's discretion.

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 in the protective case that will press against the cover.

Make sure there is nothing on the keyboard before closing the lid.

Clean the screen with a soft, dry microfiber cloth or antistatic cloth only.

Identification Labels

All Chromebooks/chargers will be labeled with a BCS identification tag. This label serves as an inventory and property ownership tag for the Blount County School District.

Labels may not be modified or tampered with in any way. If a label has come off or been removed, please notify your teacher immediately so that a new one can be printed and attached.

Storing Your Chromebook

On school campuses when Chromebooks are not being used by students, Chromebooks should be stored in EITHER the student's locker or in the student's sleeve.

Chromebooks should never be stored in a vehicle.

Students are responsible for securely storing their Chromebook during extracurricular activities and events.

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, classrooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the principal's office.

While the students' Chromebooks are off campus, the Blount School District is not responsible for the safekeeping and protection of Chromebooks.

Software and Security

All Chromebooks are supplied with the latest version of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS

will automatically install updates when the computer is shut down and restarted.

BCS employs a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter

BCS utilizes an Internet Content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) and Internet connection, will have Internet activity filtered.

Despite the filter, BCS cannot guarantee that all controversial or inappropriate materials will be blocked.

Google Classroom

Classroom is a free web-based platform that integrates your Google Apps for Education account with all your Google Apps services, including Google Docs, Gmail, and Google Calendar.

Classroom saves time and paper, and makes it easy to create classes, distribute assignments, communicate, and stay organized. Teachers can quickly see who has or hasn't completed the work, and provide direct, real-time feedback and grades right in Classroom.

Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Slides, Drawings, and Forms. All work is stored in the cloud. Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be limited to educational use only. It is also important to note that Chromebooks will NOT be backed up by BCS in cases of resetting or re-imaging. It is the student's responsibility to ensure that work is backed up and therefore not lost due to mechanical failure or accidental deletion. Student's work is automatically backed up during use while on a wifi network. **Chromebook malfunctions are not an acceptable excuse for not submitting work.**

Chrome Web Apps and Extensions

BCS Chromebooks may periodically have new software and web apps added to them as the

administration and teachers use new techniques for engagement. At this time students are not allowed to install any additional Chrome apps. Requests for new applications can be made to the individual classroom teacher.

Network Connectivity

BCS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a BCS issued Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. BCS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at school.

Chromebooks are subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Chromebook Discipline

Due to the variety of situations that can arise from Chromebook misuse such as digital bullying, inappropriate content sharing, inappropriate content searching and research either on or off campus, school administration personnel reserve the right to decide at any time to limit access to certain elements of the Chromebook such as a more restrictive content filter block allowing ONLY websites and services that the school uses for educational purposes. Depending on the severity of an incident, school administration may revoke access to a Chromebook completely. *All school personnel are required to complete the Digital Citizenship Certification.*

Chromebook Repair

The Blount County School District's Technology Team is responsible for all repairs of the student issued Chromebooks. If a Chromebook is damaged and needs to be repaired, the student MUST turn in the Chromebook to the school office. The school office personnel will fill out a damage report. If the damage is due to negligence, or misuse, the school will ask the family to reimburse the district for the repair of only the parts. Below is the list of most common repairs and the associated costs to the district for repairs. (Costs vary with the market)

Chromebook LCD Screen Repair \$130.00

Chromebook Charger/cord Replacement \$75.00

Chromebook Keyboard Replacement \$65.00

Full Chromebook Replacement (if Damaged beyond repair due to negligence, lost or stolen)

\$210.00 plus \$30.00(usage fee to cover new Chromebook)

The Blount County School District makes its best effort to acquire replacement parts and or subsequent repairs for the lowest price.

The District reserves the right to retain a student Chromebook to be used at the school site during school hours for any reason.

Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook. Most insurances will require a rider for electronics and only provide limited coverage and a higher deductible.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the "5 minute" rule. If the problem cannot be fixed within 5 minutes, the Chromebook will be restored to factory defaults. In a 1:World environment, it is impossible for support staff to maintain a working environment if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (photos, documents) stored on internal memory that has NOT been synced will not be restored.

Chromebook Yearly Checking Procedure

A Chromebook check-in day will be scheduled at the end of each school year. The date, time and specifics will be communicated in advance in order to prepare for turning in each device. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BCS for any

other reason must return their individual school Chromebook, charger and case/sleeve on the date of termination to their teacher or the office. Failure to hand in the Chromebook under any of these circumstances may result in revocation of driving privileges or denial of permission to attend special school events such as field trips, prom, etc.

Chromebook FAQ's

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 WiFi, 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."

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."

Q. How are these web based applications managed?

A. Each Chromebook we provide to students will be a managed device. Employees of Blount County School District's Information & Instructional 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)
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Does the County have Wifi available after school hours?

A. Students can access WiFi after school in the commons, or early morning before the start of school. Blount County Schools, Maryville City Schools, Alcoa City Schools and the Blount Partnership have joined together to create a free Wi-Fi directory for students. This online directory provides a list of free Wi-Fi hotspots, sponsored by organizations and businesses in Blount County. The Free Wi-Fi Directory is available at www.blountchamber.com/community/freewi-fizone/ and also accessible from the school district and school websites. Blount County Library rents low cost "hotspots."

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. No. Chromebooks do not come with internet filtering software. However, while in district, Chromebooks will use the School's WiFi to access the internet, which is filtered. Student Chromebooks are also configured to use BCS student accounts that are filtered both in and out of the district's network.

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. What is the Chromebook's expected battery life?

A. Chromebooks have a rated battery life of 6.5 hours, based on typical usage. However, **we do expect students to charge them each evening to ensure maximum performance during the school day.** Extensive media streaming, using the USB ports to charge personal phones, etc. will drain the battery much more quickly. Ultimately **it is still the student's responsibility to keep the Chromebook charged.**

BCS 1:World Handbook Agreement/HS Student 1:World Pledge

Please check off each box after you read the statement.

- 1. I will take care of my Chromebook.
- 2. I will never leave the Chromebook unattended.
- 3. I will never loan out my Chromebook to other individuals.
- 4. I will know where my Chromebook is at all times.
- 5. I will charge my Chromebook battery daily.
- 6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- 7. I will not disassemble any part of my Chromebook or attempt any repairs.
- 8. I will protect my Chromebook by only carrying it while in the case/sleeve provided.
- 9. I will use my Chromebook in ways that are appropriate, meets BCS's expectations, and are educational.
- 10 I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- 11. I will not deface the serial number Chromebook sticker or asset tags on any Chromebook.
- 12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Blount County School District (BCS).
- 13. I will follow the policies/procedures outlined in the BCS 1:World Handbook and the Student 1:World Pledge while at school, as well as outside the school day.
- 14. I will file an Incident report with the school office(internal thefts) and police department (external thefts) in case of theft, vandalism, breakage or any other event that disables my Chromebook due to my actions or the actions of another.
- 15. I will be responsible for all damage or loss caused by neglect or abuse.
- 16. I agree to return the Chromebook, case/sleeve and charger/power cords in good working condition. Otherwise I may be asked to compensate the school for the cost of the device and peripherals as outlined in this handbook.
- 17. I will be a proactive digital citizen when using my Chromebook.
- 18. I will not use sites that allow access to blocked sites, i.e. social media or other inappropriate websites.
- 19. I will not be mean to others online and will not support bullying of any kind.
- 20. I understand that my use of the Chromebook is subject to all applicable BCS policies and procedures, including but not limited to the BCS Internet Use Policy as well any applicable provisions of the BCS 1:World Handbook/Student Pledge and any individual building policies and procedures.

Please Print Clearly:

Student Last Name: _____ First Name: _____

Grade: _____ School _____

This form must be checked off, signed and turned in for your student to receive a device.

BCS 1:World Handbook Agreement/HS Parent 1:World Pledge

Please check off each box after you read the statement.

- 1. I/we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by BCS's administration.
- 2. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
- 3. I/we understand that students may take Chromebooks home in the evenings for school-related use, however I/we understand that students must have Chromebooks in school every day.
- 4. I/we understand that each must return his/her Chromebook at the end of the school year in the condition it was received.
- 5. I/we will file an Incident report with the school office (internal thefts) and police department (external thefts) in case of theft, vandalism, breakage or any other event that disables my Chromebook due to my actions or the actions of another.
- 6. I/we understand that BCS reserves the right to conduct unannounced inspections of student Chromebooks.
- 7. I/we understand and accept that we may receive digital or other forms of communication regarding incident reports or other information about your students participation in the 1:World Digital Conversion.
- 8. I/we understand that BCS reserves the right to retain a student Chromebook to be used at the school site during school hours for any reason including online testing.
- 9. I/we understand that the use of Chromebooks will be governed by all terms and conditions of the Blount County School District policies and procedures, including but not limited to the BCS 1:World Handbook/Student and Parent Pledge.
- 10. I/we understand to participate in the 1:World Digital Conversion, a \$30 usage fee* will be paid or first \$5 payment of 6. If fee is not paid, the student will be required to check in/out a Chromebook daily through the library/media center for use while on the campus.

****If there are circumstances making this fee/payment difficult, please see your administrator at your site.***

I /We agree to the stipulations set forth in the Blount County School District 1:World Digital Conversion Handbook document, including the Student 1:World Digital Conversion Pledge and Parent 1:World Digital Conversion Pledge.

Please Print Clearly:

Student Last Name: _____ First Name: _____

Grade: _____ School _____

Parent/Guardian Name (Please Print):

Parent/Guardian Signature: _____ Date: _____

Cell phone _____

_____ I plan to pay the \$30 usage fee today. Checks are payable to Blount County Schools.

_____ I plan to make 6 monthly payments of \$5.

This form must be checked off, signed and turned in for your student to receive a device.