
**Queen Anne's County Public Schools
Acceptable Use of Electronic Networks Policy**

Student Chromebook Procedure

The mission of the one-to-one program in the Queen Anne's County Public Schools District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

1. Receiving Your Chromebook

a. Parent/Guardian Orientation

All parents/guardians are encouraged to attend an orientation and sign the Queen Anne's County Public Schools District Chromebook Agreement before a Chromebook can be issued to their student. Schools will schedule the orientations and notify the parents/guardians. The schools may also make the information available to the parents/guardians through electronic means such as School Messenger, podcasts and video casts.

b. Distribution

Students will receive their Chromebooks and cases during the first week of returning to school. Students must sign the Queen Anne's County Public Schools District Student Chromebook Agreement at the time they receive their devices. Students that are not present on the day the Chromebooks are distributed will be able to pick up their Chromebooks from the media center.

c. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebooks from the media center. Both students and their parents/guardians must sign the Queen Anne's County Public Schools District Student Chromebook Agreement prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the student being charged the full \$380.00 replacement cost. Unpaid fines and fees of students leaving Queen Anne's County Public Schools District may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

HUMAN RESOURCES OPERATION PROCEDURES Queen Anne's County Public Schools

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Queen Anne's County Public Schools District must turn in their Chromebooks and cases to the media center on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$380.00 replacement cost. Unpaid fines and fees of students leaving Queen Anne's County Public Schools District may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

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

a. General Precautions

- Chromebooks must remain free of any writing, drawing, stickers, and labels
- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks must never be left in an unlocked car or unsupervised area.

b. Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- 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.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in the provided protective case.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

HUMAN RESOURCES OPERATION PROCEDURES

Queen Anne's County Public Schools

d. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some 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 (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

4. Using Your Chromebook on School Premises

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- Students are expected to bring their Chromebooks to school as they are an integral part of the instructional program.
- Loaners will not be provided to students except in the case that it will be required for testing.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the media center.
- A student receiving a loaner Chromebook will check it out through the Alexandria Library System and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The media specialist/assistant will contact students when their devices are repaired and available to be picked up.

HUMAN RESOURCES OPERATION PROCEDURES

Queen Anne's County Public Schools

c. Charging Chromebooks

- Students are expected to bring a fully charged Chromebook to school.
- There will be a limited number of unsupervised charging stations in school designated spaces available to students on a first-come-first-served basis. The school will make every effort to ensure their safety but will not be held liable for any damage to the Chromebook or theft.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://helpdesk.qacps.org>.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

h. Managing and Saving Your Digital Work on a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device.

HUMAN RESOURCES OPERATION PROCEDURES Queen Anne's County Public Schools

i. Student Activities Prohibited

- Any action that violates existing Board policy, the QACPS Code of Conduct, or public law.
- Access or use of any other e-mail program or account other than the one issued by the school.
- Use of chat rooms, instant messaging services, internet/computer games, or social media
- Giving out personal information except in an instructional context or in the performance of the QACPS business and with permission of the school district.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Gaining unauthorized access to other student's accounts, files or data, or sharing passwords.
- Attempting to defeat computer or network security, uploading or transmitting computer viruses, and installing or uploading programs that interfere with the performance of the network, internet or hardware technology resources.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi 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 Queen Anne's County Public Schools acceptable Use of Technology Policy, Chromebook Procedures, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

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

a. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

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

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of

HUMAN RESOURCES OPERATION PROCEDURES

Queen Anne's County Public Schools

physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be reviewed for unblocking in accordance with the District procedures for unblocking sites.

8. Software

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

a. Chrome Web Apps and Extensions

- Students are allowed to install approved Chrome web apps and extensions from the QACPS Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

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

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Queen Anne's County Public Schools District. Take good care of it!

10. Repairing/Replacing Your Chromebook

a. Tech Support

- All Chromebooks in need of repair must be brought to the media center as soon as possible.
- The media specialist/assistant will submit a request for repair and the Technology Department staff will analyze and fix the problems they can and escalate the issues they cannot fix to the third party vendor.

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.

HUMAN RESOURCES OPERATION PROCEDURES Queen Anne's County Public Schools

- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- Damage and repair work must be performed through the media center.

c. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$380.00
- Screen - \$90.00
- Keyboard/touchpad - \$52.00
- Power cord - \$32.00
- Carrying Case - \$20.00

d. Optional Insurance (subject to change)

- The district has contracted with a third party insurance agency to provide *optional* coverage. You can access the enrollment portal here:
<https://my.worthavegroup.com/qacpsmd>.
- Financial assistance for the purchase of the optional insurance will be available for families that qualify under the Meal Benefits Program. Contact your school administration for information to apply for Meal Benefits.

e. Excessive Chromebook Damage

- Students who have recorded three or more instances of Chromebook damage may be asked to check their Chromebook in at the Media Center. The student will be charged a fee equal to the cost of the parts needing to be replaced after three or more instances of Chromebook damage that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care for the Chromebook. Future Chromebook privileges will be determined by the QACPS Technology Department and the Administration.
- Chromebooks that are stolen must be reported immediately to the Administrative Office and the police department.

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

HUMAN RESOURCES OPERATION PROCEDURES
Queen Anne's County Public Schools

Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks are to be used for educational purposes only and students are to adhere to the Queen Anne's County Public Schools District Acceptable Use of Technology Policy and all of its corresponding administrative procedures at all times.

Reference: Queen Anne's County Public Schools Acceptable Use of Electronic Networks Policy – Adopted 9.7.2011

Adopted: September 12, 2014