



Bowling Green School Chromebook Handbook

Students and parents are required to read this Chromebook Handbook AND read, sign, and submit the agreement (on page 8) with the \$100 rental fee at PREP DAY in order to receive a Chromebook. Students should also bring protective cases to PREP DAY in order to be issued a Chromebook at that time.

1. 7th - 12th Chromebook Program Mission - The mission of the 1:1 Chromebook program for 7th - 12th graders at Bowling Green School is to create a collaborative, seamless learning environment and to support our overall mission of “[equipping] students for a lifetime of learning, leadership, citizenship, and Christian service.” It is our goal as Bowling Green School teachers and administrators for our students to be responsible, godly consumers of technology. *****Student use of Chromebooks will be closely monitored by teachers and administrators through *GoGuardian.**

2. Mandatory Rental Requirement - **Students are permitted to use ONLY school-issued, school managed devices on the BGS campus.** Each student grades 7 - 12 will be issued a rental Chromebook that the student will use at school and at home for the duration of the academic year. “Chromebook” refers to both the laptop computer and the included power cord. **Students will be assessed a mandatory yearly rental fee of \$100.00 that must be paid at Prep Day.**

3. Receiving Your Chromebook

- Chromebooks will be distributed at Prep Day and/or during the first week of the school year to 7th - 12th grade students.
- All parents/guardians and students will be required to read this Chromebook Handbook and to sign and return the Chromebook Agreement document BEFORE a Chromebook will be issued to the student. **(Students must bring a protective case in order to receive the Chromebook...SEE Section 3 below “Taking Care of Your Chromebook”)**
- Transfer/new students will be issued their Chromebooks on their first day of attendance and/or after both they and their parents/guardians have read the Chromebook Handbook and signed the Chromebook Agreement.
- Chromebooks will be collected at the end of each school year and students will be reissued a Chromebook every year while enrolled in Bowling Green School grades 7 - 12.

4. Returning Your Chromebook

- Students must return Chromebooks and chargers by the end of the last day of final exams. Seniors will return Chromebooks and chargers by the end of the last day of senior final exams. A precise “turn in” location will be announced each school year.
- Students withdrawing from BGS must return Chromebooks and chargers on the last day of attendance.
- Any student not returning the Chromebook and/or charger at the end of the school year or upon withdrawing from BGS will be billed the full replacement cost, and student academic records/report cards will not be released until the payment is made in full.
- **Chromebooks will be examined for damage. Fees and/or replacement cost may be assessed to student accounts if damage is found to be the result of neglect and/or failure to abide by expectations outlined in this Chromebook Handbook. Replacement cost for stolen or lost devices will be assessed to the student accounts. **Academic records and/or report cards will not be released until required payments are received.***

5. 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 submitted to Ms. Pat Sumrall or Ms. Paige Robertson as soon as possible so that they can be taken care of properly. Do not take any BGS-owned Chromebooks to outside computer services for any type of repairs or maintenance.

*****STUDENTS MUST PROVIDE protective cases and cleaning cloths for Chromebooks. The protective case should include a separate pouch for storing/transporting the charging cord and cleaning cloth. BGS Chromebooks are approximately 11.5 X 8.5 inches. Students are free to select a protective case in any color or pattern so long as the case does not contain symbols, images, or words which violate the BGS Student Handbook and Christian Code of Conduct.**

a. General Guidelines

- Cords, cables, and removable accessories such as headphones must be inserted carefully into the Chromebook.
- Never transport a Chromebook with the power cord plugged in. Never store a Chromebook in its carrying case while plugged in.
- Never carry a Chromebook while the screen is open.
- **Chromebooks must remain free of any writing, drawing, or stickers.**
- Vents cannot be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- No food or drink is allowed next to a Chromebook.
- Students are responsible for bringing completely charged Chromebooks for use each school day. Chargers should also be brought to school in the protective case in the event a battery recharge is necessary.
- Any “pranking” of another student’s Chromebook (hiding, switching, etc.) will be subject to disciplinary action, up to and including possible suspension.

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- **Protective case use is required when transporting the Chromebook to and from buildings and from classroom to classroom.**

b. Screen Care Chromebook screens can be easily damaged. Screens are particularly sensitive to damage from excessive pressure on the screen and exposure to extreme temperatures.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place objects (textbooks, backpacks, etc.) on top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth; cleaning solvents can damage the screen.
- Chromebooks must be kept at room temperature. Do not leave Chromebooks in a car or outdoors.

6. Protecting Your Digital Content and Storing Your Chromebook

a. **Account Security** Students are required to use their bgsbucs.org domain user ID and password and are required to keep the password confidential.

b. Storing Your Chromebook at School

- When students are in school and not using their Chromebooks, they should store them in their carrying cases in their **locked** lockers. For students without lockers, Chromebooks should be stored in carrying cases in backpacks in a teacher's locked or supervised classroom.
- Use of the protective carrying case when the device is not in use is required to prevent damage.
- Nothing should be placed on top of the Chromebook when stored in the locker. **When Chromebooks are in backpacks, the backpacks should be set down in such a way that the Chromebook is not under the weight of textbooks and other items in the backpack.**
- Students will take their Chromebooks home every day after school, regardless of whether or not they are needed for homework and charging purposes.
- Chromebooks should not be stored in vehicles at school or at home to prevent temperature related damage.

c. Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the cafeteria, computer lab, gym, locker rooms, athletic fields, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a teacher immediately.
- Unsupervised Chromebooks will be confiscated by faculty. **Students will have to pay a reissue fee of \$25.00 to receive the Chromebook after confiscation.**

7. Using your Chromebook at School

- Chromebooks must be brought to school each day. **Chromebooks will be required for assignments and grading.**
- In addition to teacher expectations for Chromebook use, the school website, Student Progress Center, and student email may be accessed using the Chromebook.
- Students must bring their Chromebooks to all classes (unless specifically advised not to do so by their teacher).

a. Chromebooks Left at Home

- If a student leaves the Chromebook at home, the student will not be permitted to phone a parent/guardian to bring it to school. **If** a loaner is available, the student may use a loaner. However, a loaner is NOT guaranteed. **Students are required to make up any work missed due to the lack of a Chromebook, and late penalties/point deductions will apply.**
- Students who obtain a loaner will be responsible for returning the borrowed device to the issuing teacher by the end of 6th period.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession.

b. Charging your Chromebook

- **Chromebooks must be brought to school each day fully charged.**
- Students must charge their Chromebooks each evening.
- Chargers should be brought to school, but access to an electrical outlet IS NOT guaranteed.

c. Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must supply their own headphones, which may be used at the discretion of the teacher.

8. Managing and Saving your Digital Work with a Chromebook

Google Apps for Education is a suite of products which includes Gmail, calendar, word processing, presentations, spreadsheets, forms, etc. The Google Suite of Apps allows students to create different kinds of online documents, collaborate in real time with other members of the BGS domain, and store files in the cloud.

9. Operating System for Chromebook Chromebooks run a modified version of the Chrome browser. It connects to the web resources, apps and extensions provided on the internet. It does not run Windows or Mac application software.

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system. There is no need for time-consuming installs, updates, or re-imaging.
- The Chromebook is built with layers of protection against malware and security attacks. The BGS Chrome Management Console also filters inappropriate content in the Google Suite. There is no need for additional antivirus or other protective software to be installed.

10. Acceptable Use Guidelines

a. General Guidelines

- The BGS Acceptable Use Technology Policy and the BGS Student Handbook and Christian Code of Conduct apply to all student use of Chromebook devices.
- Access to Bowling Green School technology resources is a privilege, not a right and can be revoked at any time.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without consent of the individual, administrator or technology coordinator, will be considered an act of vandalism and subject to disciplinary action.

b. Privacy and Safety

- Do not go into chat rooms. If applicable, teachers may create discussion groups for communication among students for educational purposes only.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your own or another BGS user's full name, phone number, home address, social security number, credit card numbers or password while online.
- Do not use your school email for personal email communication or to create online accounts (i.e. banking, iTunes, etc.) Your BGS email is for educational use and educational accounts only.
- Do not use your school email to sign up for social media accounts like Twitter, Facebook, SnapChat, etc.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
 - Do not send mass emails, chain letters, or spam.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use. The BGS Chrome Management system flags inappropriate communication and redirects that communication to the administration.

- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, report it to a teacher immediately.

c. Legal Property

- Plagiarism is a violation of the Student Handbook and the Christian Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use of or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in disciplinary action by BGS and/or criminal prosecution .

d. Consequences

- The student in whose name a system account and/or Chromebook is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- BGS cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. When required, BGS will give proper authorities full access to email communication and other files.

e. At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is the same as at school; refer to the care section.
- Always transport a Chromebook in its carrying case.
- Chromebooks are to be used for educational purposes only and **usage can be audited at any time.**
- **Students will be bound at all times, whether at home or at school, by BGS technology policies, administrative procedures, acceptable use policies, and all other guidelines in this document.**

Digital Citizenship Student Pledge A student and parent signature on the Chromebook Policy Acceptance Agreement indicates the student and parent commitment to the following:

A. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information, images, and other media that I post online. I will consider what personal information about my life, experiences, or relationships I post. I will not be obscene.

B. Protect Yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

C. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not abuse my rights of access, and I will not enter other people's private spaces or areas.

D. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will not participate in unacceptable conversations and not visit sites that are degrading, pornographic, racist, or inappropriate.

E. Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all sources. I will validate information. I will use and abide by the fair use rules.

F. Protect Intellectual Property. I will use free and open source alternatives rather than pirating software, music, movies, etc. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity and in a manner that glorifies God.

BGS Chromebook Policy Acceptance and Agreement

**Please print, read, and sign. Turn in on PREP DAY!*

7th - 12th students and parents are required to read the Chromebook Handbook and read, sign, and submit this agreement ON PREP DAY in order to receive a Chromebook during the first week of school.

Bowling Green School 7th - 12th grade students are required to rent Chromebooks from BGS for the academic year. "Chromebook" refers to both the laptop computer and the included power cord. Below are guidelines pertaining to the school-owned Chromebook Rental Program and BGS Chrome Management and Licensing System; all other terms in the BGS Technology and Acceptable Use Policy and the BGS Student Handbook and Christian Code of Conduct apply.

I. Ownership The Chromebook devices distributed to students are the property of Bowling Green School and are being distributed to students for the purposes outlined herein. Students are to return the issued devices at the conclusion of each school year. A date, time and location for returning the devices will be publicly posted and announced. Should a participating student withdraw from BGS, the student will promptly surrender the device to the BGS administration. The cost for rental is \$100 for the entire school year and is due each year on Prep Day. Please see the Chromebook Handbook for how to properly care for your device.

II. Acceptable Use Participating students are authorized to use the device in a manner consistent with the mission and instructional objectives of Bowling Green School. The student shall comply with the policies and guidelines established in the BGS Student Handbook and Code of Christian Conduct and the BGS Chromebook Handbook.

III. Liability and Privacy Students will be responsible for all material transmitted or stored on the device. Students will also ensure that the device remains free from all content that may compromise the BGS network and/or be inconsistent with the mission and integrity of Bowling Green School.

IV. Care and Responsibility Student/Family assumes any and all expenses incurred by the school for repairs and/or full replacement of devices and cords when damage, theft, etc. results from neglect and/or failure to adhere to all expectations and guidelines for proper care in the BGS Chromebook Handbook. The BGS technology team will be the sole judge in such instances. BGS Chromebooks must ONLY be serviced/repaired by the school technology team.

V. Disciplinary Measures A student's noncompliance with the expectations outlined herein will result in BGS reclaiming the device from the student; in such a case the offending individual will face disciplinary measures consistent with the policies and procedures outlined in the BGS Student Handbook.

Students must return this completed form on PREP DAY in order to receive a Chromebook. Students must also bring a protective case to PREP DAY in order to be issued a Chromebook.

Please sign below to acknowledge that you have read and agree to the guidelines and expectations outlined in the Bowling Green School Chromebook Handbook AND the terms described in this Bowling Green School Chromebook Policy Acceptance and Agreement.

STUDENT/Grade

DATE

PARENT

DATE